



Application for Licensed Staff Position
Halstead/Bentley USD #440
521 West 6th, Halstead, KS 67056
(316)835-2641

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file for one year. **Please type or print.**

Date: _____

Which position(s) are you applying for?

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone Numbers: Home _____ Cell _____

E-mail Address: _____

Date Available for Work; _____ Are you currently under contract? YES NO

Do you hold a valid Kansas Teaching License? YES NO ELIGIBLE

Type of License: _____ Expiration date: _____

Areas of Licensure: _____

Have you ever been convicted of a crime? _____ If yes, please provide date(s) and details _____

Have you ever been convicted of a felony or had your license revoked? _____

Check Levels/areas you are interested in:

- | | | |
|--|---|---|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Primary (1-3) | <input type="checkbox"/> Upper Elementary (4-5-6) |
| <input type="checkbox"/> Middle School (7-8) | <input type="checkbox"/> Senior High (9-12) | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Other | |

Academic Information (please include detailed information on resume)

High School: _____
Name of School Location Graduation Date

Undergraduate

Degree: _____
Name of School _____ Location _____ Graduation Date _____

Graduate

Degree: _____
Name of School _____ Location _____ Graduation Date _____

List extracurricular activities you are willing and qualified to direct:

Activity	Previous Experience	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Employment Experience (List most recent first)

Name of School/Business/Location	Dates	Years	Grade Level/Subjects	Supervisor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

On a separate piece of paper, please answer the following questions (Maximum of 2 pages total)

1. Briefly state the reasons for wishing to work in the Halstead-Bentley School District.
2. What are your major strengths as an educator?
3. Why should you be considered for this position?

APPLICANT JOB APPLICATION ACKNOWLEDGMENTS:

1. I certify that all information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire, or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties

from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

3. I authorize you to request, receive and verify all information given on this application and I release you from all damages that may result from doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from liability for any damages that may result from your doing so.

2000 Senate Bill 432 Criminal History Records Checks and "Provisional Employment"

I understand that if I am offered provisional employment in the school district that my fingerprints may be taken a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp. 72-1397 and amendments thereto that my employment may be terminated.

Signature of Applicant

Date

USD #440 is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, creed, age, or handicapping condition in employment, admissions, educational program, or other activities operated the district.

TO COMPLETE THIS APPLICATION:

Please provide the following:

1. Cover letter
2. A resume, including (5) references
3. Current Kansas License
4. Transcripts
5. A copy of your current driver's license
6. Complete set of credentials
7. Application

Return application to:

**Personnel Clerk
Halstead/Bentley USD No. 440
520 West 6th
Halstead, KS 67056,**