

**APPLICATION FOR
TEACHING POSITION**

Date Received _____

Rugby Public Schools
1123 South Main Avenue
Rugby, ND 58368



Applicant's Full Name _____
(Last) (First) (M.I.)

Address _____
(Street) (City) (State) (Zip)

Telephone Numbers:
Home: () _____ Cell: () _____ Work: () _____

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the North Dakota or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

I understand that any offer of employment I may receive from Rugby School District is contingent upon my successful completion of the District's total pre-employment screening process, including a criminal background check, the District receiving references that it considers satisfactory, and any other pre-employment requirements of the Rugby School District.

Date _____ Signature of Applicant _____

I. COLLEGES AND/OR UNIVERSITIES ATTENDED (List chronologically)

Name of College or University	Major	Minor	Degree

II. TEACHING EXPERIENCE (List chronologically. Do not include substitute teaching.)

Name of School	Supervisor/Principal	City/State	Grades and/or Subjects Taught	Dates of Employment From: To:

III. LICENSURE

A. Do you hold or are you eligible for a ND Professional Educators License? No _____ Yes _____
(Please enclose a copy with this application.)

Expiration Date of North Dakota certificate _____ Endorsements/Credential _____

B. If you do not have ND licensure but have been issued a license in another state, please submit a photocopy.

State _____ Expiration Date _____ Certification/Endorsement _____

IV. GENERAL INFORMATION

Month and year you are available for employment _____

Are you currently under contract? No ____ Yes ____

If yes, where? _____ Present Position _____

Can you, after employment, submit verification of your legal right to work in the United States? Yes ____ No ____

Have you ever been discharged or non-renewed for cause from a teaching or administrative/position? No ____ Yes ____

Have you ever had a certificate or license revoked or suspended? No ____ Yes ____

Have you ever been convicted of a felony? No ____ Yes ____

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse of a child? No ____ Yes ____

Affirmative answers on any of the above questions will not necessarily disqualify an applicant from the job applied for, but should be accompanied by a letter of explanation.

VI. REFERENCES & MATERIALS REQUESTED BY THE RUGBY SCHOOL DISTRICT

The following information must be on file along with this application in order to be considered for employment:

- A. This completed and signed application form. Unsigned applications will be rejected.
- B. A letter of application and resume.
- C. Transcripts of all college coursework.
- D. Copies of applicable licenses and certifications
- E. The names of at least three reference sources must be provided below. Include current or most recent employer.
- F. Provide at least three written recommendations. At least one shall be from the principal or superintendent of your most recent contracted educational work or student teaching experience.

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

SEND COMPLETED APPLICATION FORM AND MATERIALS TO:

Superintendent
 Rugby Public School District #5
 1123 South Main Avenue
 Rugby, ND 58368

The Rugby School District does not discriminate on the basis of race, color, national origin, age, religion, disabilities or sex in admission or access to, or treatment or employment in its educational programs/activities or employment practices. For further information or to request any special accommodations needed for the application/interview, please call (701) 776-5201.