



P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

Application for Certificated Employment

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions, without regard to race, color, sex, religion, national origin, marital status, or disability.

Date of Application: _____ SS#: _____
Name: _____ Mailing Address: _____
 Last First Middle
Residence Address: _____ Position(s) Applied for: _____
Telephone: Home: _____ Business: _____
 Cell: _____

Alaska Certificate (Type & Number): _____ (attach copy)

Endorsement(s): _____

Date Application Sent (if you do not have AK certificate): _____

Education: List most recent educational experiences first. (Do not say "See Resume")

<u>School</u>	<u>Degree</u>	<u>Year</u>	<u>Add'l. Hours</u>	<u>Major</u>	<u>Minor</u>

Other Training and/or Workshops:

OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS MUST BE SENT TO THE DISTRICT OFFICE

Placement Bureau where credentials are on file: _____

Check the area(s) for which you will apply:

- Primary (K-2) Middle School (6-8)
- Intermediate (3-5) High School (9-12)

List below, in order of preference, the specific subject (secondary); grade level (elementary); or other areas (e.g., special education, music, etc.) for which you qualify and are seeking employment:

List below extracurricular activities in which you have expertise and would be willing to work:

Teaching Experience: List full years of employment which required a teaching certificate. Do NOT list substitute teaching and do NOT say "See Resume." Begin with most recent:

<u>School District/Location</u>	<u>Grades/Subject(s) Taught</u>	<u>Dates</u>	<u># Teachers</u>

Student Teaching:

Total number of complete years of teaching experience: _____

Other Work Experience: Include substitute and college teaching. Begin with most recent.

Job Title: _____
 Dates of Employment: _____ Supervisor: _____
 Duties: _____

Employer: _____
 Employer's Address: _____
 Reason for Leaving: _____

Job Title: _____
 Dates of Employment: _____ Supervisor: _____
 Duties: _____

Employer: _____
 Employer's Address: _____
 Reason for Leaving: _____

Job Title: _____
 Dates of Employment: _____ Supervisor: _____
 Duties: _____

Employer: _____
 Employer's Address: _____
 Reason for Leaving: _____

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Hoonah City Schools. I understand that a background check may be conducted on me, including a fingerprint check with the F.B.I. according to Alaska Statute 12.62.035.

Date: _____ Signature of Applicant: _____

The following materials should be in the District Office before you will be considered for a position:

- | | |
|------------------------------|--|
| a completed application form | a placement file |
| a current resume | official transcripts from colleges & universities attended |

This application should be mailed to the Hoonah City Schools District Office, PO Box 157, Hoonah, AK 99829 or brought to the District Office at 366 Garteen Hwy., Hoonah, AK 99829.