



Doniphan County Education Cooperative

135 South Main Street • Troy, KS 66087 • (785) 982-4204

www.ksdcec.org

Certified Staff Application Form

Dear Applicant:

Thank you for your interest in applying for a position with Doniphan County Education Cooperative (DCEC). Please prepare the following items for a complete file for this position.

1. Write a letter of application (*directed to the DCEC Board of Education, Attn: Shay Carter, Director*), stating your interest in applying for this position.
2. Complete the enclosed application form.
3. Enclose a copy of your latest transcript(s). An official copy of your transcript(s) will be required if you are employed.
4. Include evidence of Kansas Teaching Certificate or eligibility thereof.
5. Request 4 **recent** letters of recommendation be sent to the school, 1 personal and 3 professional.
6. Enclose a copy of your resume.

Your application will become active once all of the above information has been received.

Thank you again for your interest, and we will be looking forward to receiving your application.

Sincerely,

Shay Carter
DCEC Director



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Doniphan County Education Cooperative (DCEC) considers applicants for all positions without regard to race, color, religion, sex, national origin or disability. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out this form, interviewing or any other pre-employment procedure or requirements), please make us aware of any accommodation you feel is necessary. If you have any inquiries, complaints or concerns about any pre-employment procedure or requirement, including completing this application, or about the DCEC policy of non-discrimination, you may contact Shay Carter, Director, Title IX Coordinator at 785-982-4204.

All applicants are expected to answer all questions of this application. Answer "none" or "not applicable" where necessary.

GENERAL INFORMATION	DATE:	
	LAST NAME:	FIRST NAME:
	MIDDLE NAME:	
	PREVIOUS NAME(S):	
	SOCIAL SECURITY NUMBER:	CURRENT PHONE:
	PERMANENT PHONE:	CELL PHONE:
	CURRENT ADDRESS:	
PERMANENT ADDRESS:		
CERTIFICATION	DATE:	CERTIFICATION TYPE:
	STATES:	SUBJECTS:
	GRADE LEVEL(S):	EXPIRATION DATE(S):
	OTHER INFORMATION REGARDING CERTIFICATION AND OR/ CERTIFICATION STATUS:	
POSITION	POSITION(S) FOR WHICH YOU ARE APPLYING:	
	SUBJECTS:	GRADE LEVEL(S):
	ARE YOU AVAILABLE FOR SUBSTITUTE TEACHING? <input type="checkbox"/> Yes <input type="checkbox"/> No	PARAPROFESSIONAL? <input type="checkbox"/> Yes <input type="checkbox"/> No



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LIST ANY EXTRA DUTY POSITIONS YOU MAY BE INTERESTED IN SPONSORING OR COACHING:

EDUCATIONAL PREPARATION		NAME & LOCATION	DATES OF ATTENDANCE	DEGREE/MAJOR /MINOR	OVERALL GPA
	HIGH SCHOOL		N/A	N/A	N/A
	COLLEGES / UNIVERSITIES				
TEACHING EXPERIENCE	DISTRICT NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS EMPLOYED	SUPERVISOR
OTHER WORK EXPERIENCE	EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS EMPLOYED	SUPERVISOR



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PROVIDE THE FOLLOWING INFORMATION FOR 1 PERSONAL AND 3 PROFESSIONAL REFERENCES.

REFERENCES	NAME	ADDRESS	CITY, STATE, ,ZIP CODE	PHONE NUMBER	POSITION	

EMPLOYMENT QUESTIONS	HAVE YOU EVER BEEN ARRESTED FOR, OR CHARGED WITH OR CONVICTED OF A FELONY OR MISDEMEANOR? (EXCLUDE TRAFFIC OFFENSES.) <input type="checkbox"/> YES <input type="checkbox"/> NO
	HAVE YOU EVER PLEADED GUILTY OR NOT CONTEST TO A FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HAS ANY AGENCY IN ANY STATE OR JURISDICTION, EVER ISSUED A DETERMINATION OF FINDING OR CAUSE OR REASON TO BELIEVE OR SUSPECT THAT YOU HAVE ENGAGED IN PHYSICAL, EMOTIONAL, PSYCHOLOGICAL OR SEXUAL ABUSE OR NEGLECT OF A CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO
	HAVE YOU EVER FAILED TO BE RE-EMPLOYED BY AN EDUCATIONAL INSTITUTION? <input type="checkbox"/> YES <input type="checkbox"/> NO
	IF THE ANSWER TO ANY OF THE FOREGOING QUESTIONS IS "YES", PLEASE EXPLAIN: (USE A SEPARATE SHEET OF PAPER IF NECESSARY.)



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PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

APPLICANT QUESTIONS

WHY HAVE YOU CHOSEN TEACHING AS YOUR PROFESSION?

WHAT STUDENT OUTCOMES WOULD YOU STRIVE FOR AS A TEACHER?

WRITE A BRIEF AUTOBIOGRAPHY FOCUSING ON THE IMPORTANT PEOPLE AND EVENTS IN YOUR LIFE.



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READ CAREFULLY BEFORE SIGNING

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

1. I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.
2. I understand and consent to having criminal and arrest records checks as well as background checks as a consideration of my application for employment.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event that I am employed by DCEC and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

Applicants are advised to forward all application materials to: Doniphan County Education Cooperative Director, Shay Carter, 135 South Main Street, Troy, KS 66087. Initial applications will be kept confidential; however, all applications, letters of reference, resumes, transcripts, credentials, etc. for the purposes of this application process will, upon their receipt, become sole property of DCEC.

SIGNATURE:

DATE:

DO NOT WRITE BELOW THIS LINE – FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED...

APPLICATION:

CREDENTIALS:

TRANSCRIPTS:

DATE INTERVIEWED:

INTERVIEWED BY:

DATE AND TIME:

APPLICANT NOTIFIED: Yes No

DATE AND TIME:

APPLICANT ACCEPTED: Yes No

POSITION OFFERED:

SALARY STEP & LEVEL:

OTHER INFORMATION: