



White Pine Charter School



2664 1st Street, Ammon, Idaho 83401
(208) 715-9772 Fax (208) 522-3207

www.whitepinecharterschool.org hr@wpcscougars.org

CERTIFIED APPLICATION

Last Name First Name Middle Initial Date

Address City State Zip

Home Phone Work Phone Cell Phone

ALL CURRENT AND VALID TEACHING CREDENTIALS

State Issuing	Type of Certificate	Subject Area(s) and Endorsements	Date of Expiration

EDUCATIONAL TRAINING

University or College Location	Attendance Dates	Major/Minor	Degree/Date Granted

TEACHING EXPERIENCE (List the most recent first.)

Start/End Date	Employer (include full address)	Position/Title	Supervisor Name/Contact Number

OTHER EXPERIENCES OR ASSETS

Describe other experiences, jobs other than teaching, training, and interests that may add to your contribution.

REFERENCES

Give at least three professional references that would have first-hand knowledge of your skills. One must be a direct supervisor.

- 1. Name _____ Position _____
Address _____ Phone _____
- 2. Name _____ Position _____
Address _____ Phone _____
- 3. Name _____ Position _____
Address _____ Phone _____

BACKGROUND INFORMATION

- 1. Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes No
- 2. Have you ever resigned from a prior position after a complaint had been filed against you, or after your conduct was under investigation or review? Yes No
- 3. Have you ever been terminated or asked to resign as a result of or arising out of an allegation of sexual harassment of any co-worker or other person? Yes No
- 4. Have you ever been convicted of a felony? Yes No
- 5. Have you ever entered a plea of guilty or “no contest” (*nolo contendere*) to any crime (other than a minor traffic offense)? Yes No
- 6. Have you ever been dismissed by, or resigned from employment, as a result or arising out of an allegation of sexual abuse, misconduct or harassment of a minor? Yes No
- 7. Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

If you have answered YES to any of the previous questions, please provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Answering YES to any of the above questions is not necessarily an automatic bar to employment.

VETERANS INFORMATION

- **Are you claiming the Veterans’ Preference per Idaho Code Section 65-503A?** Yes No
If you answered “Yes”, please attach a copy of your DD-214 (honorable discharge) to your application.
- **Have you previously claimed Veterans’ Preference in connection with an application for employment with WPCS?** Yes No
- **Are you also claiming Veterans’ Preference as a “disabled” veteran as defined at Idaho Code Section 65-502(4)?** Yes No

Authorization of Release of Information

I hereby authorize representatives of White Pine Charter School (WPCS) to contact all persons or entities listed in this application as references and to make all other contacts, inquiries and investigations deemed necessary to verify my education, employment and criminal and child abuse history, including but not limited to, contacting current and/or past employers, educational institutions, law enforcement and child abuse agencies. I hereby consent to the release of such information by third persons and I understand that WPCS will keep such information in a confidential file, available only to school personnel involved in the hiring process or other employees or agents on a "need to know" basis.

I understand employment with WPCS is contingent upon satisfactory completion of a criminal and child abuse/neglect record check. In accordance with state law, this background check will include a complete fingerprint criminal records check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of any arrests, charge, plea or conviction and/or sentence for criminal conduct alone may not constitute an unsatisfactory report, WPCS may, and is hereby authorized, to rely and act upon on such information as necessary to ensure the safety and welfare of its students.

Certification

I hereby certify, under penalty of perjury, that all information provided by me in connection with this application is true, accurate and complete, which certification, if found to contain any false representation or omission of material fact shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.

Signature

Date

Instructions: A completed application will consist of the following:

1. A letter of interest, addressed to the Board of Directors, indicating why you would like to work in a charter school and also describe the strengths and expertise you bring to the position.
2. The completed certified application form.
3. Three letters of reference from previous supervisors, and/or principals (one of the references must be from your most recent supervisor) OR a copy of your student teaching placements file.
4. Copies of your college transcripts showing grades, degrees earned, and subsequent credits.
5. A copy of your Idaho Teaching Credential or requirements for obtaining an Idaho Certification.
6. Current Resume.

It is the responsibility of the applicant to submit all required documentation and to contact White Pine Charter School to determine that all materials have been received. No applicant will be considered until all items have been received.