



# St. Stephens Indian School Certified Application



**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472) Verification Form BIA-4432 Must be submitted with application if claiming Indian Preference. Consideration will be given to Non-Indian applicants (status or reinstate able) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin or other non-merit factors.

**Note:** Applications, which are submitted will remain active for one year and kept on file for two years.

<b>PERSONAL INFORMATION</b>	Last Name, First, Middle	Social Security Number
	Present Address	Date
	City/State/Zip	Home Phone
	Permanent Address	Other Phone
	City/State/Zip	Tribe (if applicable)
	When will you be available to begin work?	

<b>EMPLOYMENT DESIRED</b>	Position:	
	Why Do you think you are qualified for this position?	
	Are you employed now?	Where?

<b>TEACHING ENDORSEMENT'S</b>	Elementary
	Middle School <input type="checkbox"/> With Elementary Certification <input type="checkbox"/> With Secondary Certification (Indicate Semester hours Below)
	Secondary <input type="checkbox"/> 7-9 <input type="checkbox"/> 10-12 <input type="checkbox"/> 7-12 Indicate subjects your are endorsed to teach:
	1. <span style="margin-left: 150px;">2.</span> <span style="margin-left: 150px;">3.</span>
	Special Education/Related Services <input type="checkbox"/> K-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> 10-12 <input type="checkbox"/> K-12
	Area(s) of endorsements:



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<b>EXTRA DUTIES</b>	Circle the extra duties for which you are certified by the State of Wyoming and/or are willing to sponsor. Circle any sport in which you are certified by the State of Wyoming to server as head coach.						
	<input type="checkbox"/> Basketball	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Cross-Country	<input type="checkbox"/> Track	<input type="checkbox"/> Swim	<input type="checkbox"/> Speech	<input type="checkbox"/> Soccer
	<input type="checkbox"/> Ski	<input type="checkbox"/> Tennis	<input type="checkbox"/> Cheerleading	Other:			

<b>ACADEMIC PREPARATION</b>	Include an trade school, college or university preparation. Express college credits in semester hours. Multiply quarter hours by 2/3 to change to semester hours. Attach an extra sheet if needed.					
	NAME OF SCHOOL & LOCATION	DATE INCLUSIVE	DEGREE	MAJOR	MINOR	# OF SEMESTER HRS MAJOR      MINOR

<b>STUDENT TEACHING</b>	Name of School & Location	Subject/Grade	# of Years	Principal	Supervisor	Phone #

<b>EXPERIENCE</b>	List all work experience of three months or longer. Begin with the most recent position. Attach and extra sheet if needed.			
	NAME OF SCHOOL/BUSINESS & LOCATION	FROM-TO	POSITION	REASON FOR LEAVING



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<b>REFERENCES</b>	Please list three to five person, who can answer questions concerning your qualifications for the position you seek. Include superintendents, principals and other supervisors under whom you have worked. St. Stephens reserves the right to contact persons not specified by you. Submission of an application to St. Stephens constitutes your permission and consent to contact any person(s) and discuss you qualifications and other pertinent matters.		
	<b>NAME/TITLE</b>	<b>ADDRESS &amp; CITY</b>	<b>PHONE #</b>

<b>GENERAL INFORMATION</b>	1. Describe any related professional and community activities, which you think would be helpful concerning your knowledge, skills and experience related to the position for which you are applying:
	2. List any honors you have received:
	3. List any honors you have received as a professional:
	4. What skills do you plan to use in the position?
	Typing #      WPM#      Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No    CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No  Do you have an school bus driving experience?  List any other skills or interests that would help us in finding the proper position(s) for you?



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<b>PERSONAL DATA</b>	Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you willing to attend an interview at St. Stephens Indian School?  Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying will be considered.  Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general; and, which is contrary to the accepted rule of right and duty between persons including but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude or has any court received a plea of guilty or a plea of nolo contender from you? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever been convicted of any felony or sentences or received a deferred prosecution or probation for any charge including any crime relating to child abuse or neglect; or, any crime relating to sexual abuse of a minor? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever been dismissed or asked to resign from any job? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have, or have you had contract status in any other school? If yes, please list date and where (location):	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Pursuant to provisions of W.S. 21-7-401, any employee who is to be hired by the school board on or after July 1, 1996, who may have access to minors, is required to submit to a fingerprinting and to provide such other information, as is necessary to acquire a national criminal history background check. Employee's, who are required to be certified by the Professional Teaching Standards Board may have already provided the necessary fingerprinting information  Have you, within the past year, provided the necessary information to the Professional Teaching Standards Board (PTSB) to allow them to conduct a criminal history background check?  If you are required to be certified by the Professional Teaching Standards Board, or if you have not had a criminal history background check conducted within the past 5 years, St. Stephens will require your consent and for you to provide the appropriate fingerprint and other information necessary to conduct a criminal history background check. Will you give the school your consent to conduct this criminal history background check?  Are you prevented from being lawfully employed in this country because of visa or immigration status? Proof of citizenship or immigration status will be required upon employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No



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**AUTHORIZATION**

I authorize this school to which this application is submitted to obtain information about any criminal records I may have. I also authorize all government agencies to provide information to the school about any criminal history I may have. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to the school will be sufficient cause for this application not to be considered by the school or for dismissal if I have been employed.

I authorize any employer for which I have completed an employment application to check my references, to obtain information from my prior employers and educational institutions, and to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluation my qualifications and fitness for a position. I authorize the release of any and all information or records maintained by the Wyoming Department of Family Services. I authorize my listed references, past employers and educational institutions, and anyone else, who has information about my work history, education, qualifications or fitness, to provide such information to the school form any liability whatsoever for obtaining and providing that information.

Upon occasion, schools are asked by other educational institutions, to provide names of candidates for areas in which they have vacancies.

Do you consent to the release of your application information to these other institutions?  Yes  No

**A photocopy of this release shall be as effective as the original.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**