



Wyoming Statewide Certified Application

Note: Applications which are submitted to a school district will remain active at that district for one year. The district will normally keep the application on file for two years. Contact individual districts about procedures for reactivating an application that is more than one year old. **Individual school districts may require additional information other than that asked for on this application.**

Personal Information	Last Name, First, Middle	Social Security Number
	Present Address	Date
	City/State/Zip	Home Phone
	Permanent Address	Other Phone
	City/State/Zip	
	When will you be available to begin work?	
Teaching Endorsements	Please indicate 1 st , 2 nd and 3 rd choice in the level(s) for which you are applying. Teachers and coaches must possess or be eligible for Wyoming Certification – with supporting course work and endorsement in each teaching assignment area. The applicant is responsible for securing all appropriate certification and endorsements.	
	Elementary _____ K-3 _____ 4-6 _____ K-6 Subject Area(s): (PE, Art, Music) _____ Some districts have small rural schools located some distance from a population center. Do you wish to be considered for vacancies in those schools? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Middle School _____ With Elementary Certification _____ With Secondary Certification (Indicate semester hours in each field in secondary section below)	
	Secondary _____ 7-9 _____ 10-12 _____ 7-12 _____ Indicate subjects you are endorsed to teach: (1) _____ (2) _____ (3) _____	
	Special Education/Related Services _____ K-6 _____ 7-9 _____ 10-12 _____ K-12	
	Area(s) of endorsements: _____	
Extra Duties	Check the extra duties for which you are certified by the State of Wyoming and/or are willing to sponsor. Blacken <input type="checkbox"/> the box of any sport in which you are certified by the State of Wyoming to serve as head coach.	
	<input type="checkbox"/> Basketball <input type="checkbox"/> Football <input type="checkbox"/> Golf <input type="checkbox"/> Cross-Country <input type="checkbox"/> Gymnastics <input type="checkbox"/> Ski <input type="checkbox"/> Swim <input type="checkbox"/> Tennis <input type="checkbox"/> Volleyball <input type="checkbox"/> Wrestling <input type="checkbox"/> Speech <input type="checkbox"/> Drama <input type="checkbox"/> Track <input type="checkbox"/> Soccer <input type="checkbox"/> Cheerleading Other: _____	

Wyoming school districts do not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Any person who feels that discriminatory conditions exist concerning Title VI, Title IX or Section 504 of the Rehabilitation Act of 1973 may contact the district's coordinator or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.

Personal Data

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: Yes No

Are you willing to attend an interview in the district? Yes No

Conviction of a crime is not an automatic bar to employment. This district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

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 contendere from you? If yes, please explain: Yes No

Have you ever been convicted of any felony or sentenced 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: Yes No

Have you ever been dismissed or asked to resign from any job? If yes, please give details: Yes No

Do you have, or have you had, continuing contract status in any other Wyoming school district? If yes, list dates and with which district: Yes No

Pursuant to the 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 fingerprinting and to provide such other information as is necessary to acquire a national criminal history background check. In some instances, this requirement may be satisfied by the Professional Teaching Standards Board. Employees who are required to be certificated by the Professional Teaching Standards Board may have already provided the necessary fingerprinting information to permit the Professional Teaching Standards Board to have conducted a criminal background check.

Have you, within the past year, provided the necessary information to the Professional Teaching Standards Board to allow it to conduct a criminal history background check? Yes No

Even if you have had a criminal history background check done by the Professional Teaching Standards Board, the school district may, at its option, conduct a separate criminal history background check. In addition, if you are not required to be certified by the Professional Teaching Standards Board, or if you have not had a criminal history background check conducted by the Professional Teaching Standards Board within the last 12 months, the school district will require your consent and for you to provide the appropriate fingerprint and other information necessary for the district to conduct a criminal history background check. Will you give the school district your consent to conduct this criminal history background check? Yes No

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. Yes No

Academic Preparation	Include all college and 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	Dates Inclusive	Degree	Major	Minor	# of Sem. Hrs	
						Major	Minor

Student Teaching	Name of School & Location	Subject/Grade	When	Principal	Supervisor	Phone

Experience	List all teaching experience and non-teaching experience of three months or longer. Begin with the most recent position. Attach an extra sheet if necessary.			
	Name of School Business & Location	From-To	Position	Reason for Leaving

References	Please list three to five persons who can answer questions concerning your qualifications for the position you seek. Include superintendents, principals and other supervisors under whom you have worked. The district reserves the right to contact persons not specified by you. Submission of an application to the district constitutes your permission and consent for the district to contact any person(s) and discuss you, your qualifications, and other pertinent matters.		
	Name/Title	Address & City	Phone

General Information	1. Describe your 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:
Authorization	2. List any honors you received in college:
Authorization	3. List any honors you have received as a professional:
Authorization	4. What instructional techniques do you plan to use in your teaching?

I authorize any school district to which this application is submitted to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to the school district about any criminal record 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 district will be sufficient cause for this application not to be considered by the school district or for dismissal if I have been employed.

I authorize any Wyoming school district 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 evaluating my qualifications and fitness for a teaching 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, educational institutions, and anyone else who has information about my work history, education, qualification or fitness, to provide such information to any Wyoming school district. I release the school district and all persons providing information to the school district from any liability whatsoever for obtaining and providing that information.

Upon occasion, school districts are asked by other educational institutions, such as other districts, 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