



<b>For Office Use Only</b>	
Date Received:	_____
CACTUS ID #:	_____
Background Check Date:	_____
Professional <input type="checkbox"/> Associate <input type="checkbox"/>	Expiration Date: _____

## LICENSED EMPLOYMENT APPLICATION

Thank you for your interest in Logan City School District. If you need assistance with the application process, please contact our Human Resources Office at (435) 755-2300. You will be contacted if you are selected for an interview. Your application becomes **inactive on October 1** unless you contact our Human Resources Office to reactivate your application. Please note **incomplete applications will not be given consideration.**

### APPLICANT INFORMATION

Full Name \_\_\_\_\_ Date of Application \_\_\_\_\_

CACTUS ID# \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone (Include Area Code) \_\_\_\_\_ Cell Phone (Include Area Code) \_\_\_\_\_

Positions for which you are applying:

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary: K 1 2 3 4 5 (Circle Preferences) | <input type="checkbox"/> Special Education _____ |
| <input type="checkbox"/> Middle School Subject(s) _____               | <input type="checkbox"/> ESL _____               |
| <input type="checkbox"/> High School Subject(s) _____                 | <input type="checkbox"/> Other _____             |

Date Available for Hire \_\_\_\_\_

How did you learn about this employment opportunity? \_\_\_\_\_

### UTAH PROFESSIONAL EDUCATOR LICENSE

Do you hold a current Utah Professional Educator License?  Yes  No Expiration Date \_\_\_\_\_

What area of concentration is listed on your license?  Elem.  Sec.  Sp.Ed. Other \_\_\_\_\_

What endorsements are listed on your license? \_\_\_\_\_

If you do not currently hold a Utah Professional Educator License, when will you be recommended for one? \_\_\_\_\_

Do you hold a current Utah Associate Educator License?  Yes  No Expiration Date \_\_\_\_\_

### OUT OF STATE EDUCATOR LICENSE

If you hold a current educator license from another state, which state? \_\_\_\_\_ Expiration Date \_\_\_\_\_

What area of concentration is listed on your out-of-state license? \_\_\_\_\_

What endorsements are listed on your out-of-state license? \_\_\_\_\_

Have you applied for a Utah Professional Educator License?  Yes  No Date Application was Submitted \_\_\_\_\_

**PERSONAL INFORMATION**

Y	N	Are you able to perform the essential job functions of the position with or without reasonable accommodation?
Y	N	Do you have the legal right to work in the United States? (Proof of citizenship or immigration status must be submitted upon hire. If you do not have current INS Authorization, employment will not be continued.)
Y	N	Do you claim veteran’s preference? If yes, what preference(s) are you claiming? A copy of supporting documentation must be attached.
Y	N	Are you presently under contract with any school district? If yes, please indicate the district and reason why you want to change positions.
Y	N	Have you ever had disciplinary action from an employer or been released from employment? If yes, please provide a statement explaining the circumstance.
Y	N	Have you ever been discharged or resigned in lieu of termination from a former employer? If yes, please attach a statement explaining the circumstances.
Y	N	Have you ever been refused tenure, non-renewal, suspended, or terminated from a former employer? If yes, please attach a statement explaining the circumstances.
Y	N	Have you ever had any action, sanction, or discipline taken against your teaching license or are you currently under investigation? If yes, please attach a statement explaining the circumstances.
Y	N	Have you ever had disciplinary action or had your license revoked or suspended? If yes, please attach a statement explaining the circumstances.
Y	N	Are you currently drawing a retirement benefit from the Utah Retirement System?
Y	N	Have you ever been previously employed by the Logan City School District? If yes, please provide the following information: Date _____ Position _____ Location _____ Supervisor _____
Y	N	Do you have relatives currently working for the Logan City School District? If yes, please list: Name _____ Relationship _____ Position _____ Location _____ Name _____ Relationship _____ Position _____ Location _____

**BACKGROUND INFORMATION**

The following questions assist in determining a prospective employee’s fitness as an applicant. Answers are subject to verification by a police agency. A “yes” answer does not automatically disqualify an applicant. Each application will be reviewed and evaluated on an individual basis.

Y	N	Have you ever been convicted of a violation of law other than a minor traffic violation? If yes, please explain:
Y	N	Have you ever pleaded guilty and had your guilty plea(s) held in abeyance in a criminal charge? If yes, please explain:
Y	N	Have you ever been placed on probation in conjunction with a criminal charge or conviction? If yes, please explain:
Y	N	Are any criminal charges or proceedings pending against you? If yes, please explain:
Y	N	Have you ever been arrested or charged with violations of law involving minors, sex, lewdness, or abuse? If yes, please explain:
Y	N	Have you ever been arrested or charged with a sex-related offense that involved force or minors? If yes, please explain:
Y	N	Have you ever been arrested or charged with a crime involving violence or threat of violence? If yes, please explain:
Y	N	Have you ever been arrested or charged with a crime or criminal activity involving drugs or alcoholic beverages including a DUI? If yes, please explain:

**EDUCATION**

Degree	Awarding University	Date Degree Posted on Official Transcripts	Major	Minor
Bachelor's Degree				
Master's Degree				
Doctorate Degree				

Please list the total number of semester hours of University or College of Higher Education courses and/or Utah State Board of Education approved credit you have **completed AFTER receiving your Bachelor's Degree** (verifying official transcripts must be attached to receive continuing education advancement on the licensed salary schedule).

Please list the total number of semester hours of University or College of Higher Education courses and/or Utah State Board of Education approved credit you have **completed AFTER receiving your Master's Degree** (verifying official transcripts must be attached to receive continuing education advancement on the licensed salary schedule).

**STUDENT TEACHING EXPERIENCE**

School	District	Grades/Subject Taught	Cooperating Teacher	Telephone	Date Completed	
					From:	To:

**PREVIOUS EMPLOYMENT AS AN EDUCATOR** (Please list experience as a licensed educator only.)

School	District	Grades/Subject Taught	Principal	Telephone	Years Worked	
					From:	To:

**OTHER PREVIOUS EMPLOYMENT**

Employer	Position Held	Supervisor	Telephone	Dates Worked	
				From:	To:

**REFERENCES** (Please list individuals who know your professional ability and personal character. Do not include relatives.)

Name of Reference	Position/Title	Telephone	Relationship to Applicant

## **APPLICATION PROCESS**

Please bring, fax (435-755-2311), or mail the following application materials to: Logan City School District, 101 West Center, Logan, UT 84321.

1. Completed Logan City School District Licensed Employment Application
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the past six months
5. Transcripts from all college and university credits
6. Student teaching or most recent teaching evaluation
7. Praxis Score, if available

### **PLEASE READ AND INITIAL INDICATING YOU UNDERSTAND EACH OF THE FOLLOWING:**

#### **DISCLOSURE AND INFORMED CONSENT FOR INITIAL EMPLOYMENT / REFERENCE CHECKS AND RELEASE OF LIABILITY:**

I understand that past and present employment as well as references may be checked by Logan City School District ("the District"). My initials constitute consent for past and present employer(s) and other references to disclose any and all information, including disciplinary records and background check results which may be pertinent to my employment, to the District. Further, I understand that if I am hired, any information obtained or maintained by the District may be disclosed to any future subsequent potential employer of mine who contacts the District for an employment or reference check.

I hereby waive any right to see any written material submitted to the District in response to the above inquiries or notes of oral communication relative to such inquiries. I understand that if I am hired by the District any information received in response to the above inquiries is placed in my personnel file, and I may be denied the right to inspect such material(s).

By initialing below, I agree to release the District from any action for damages relating to the District's refusal to hire me as a result of information obtained during a reference or background check. I agree to release the District from any action for damages relating to information disclosed by the District to any future subsequent potential employer of mine who contacts the District for an employment or reference check.

I understand that providing false information to the District as part of the application process will be grounds for rejecting an application with no further consideration for the position; or, if such false information is discovered after hire, I will be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution. By initialing below, I agree to release the District from any cause of action for damages as a result of the District's termination of my employment as a result of falsifying any information included in this application.

**Initial** \_\_\_\_\_

#### **REPORT OF ARREST:**

I understand any employee of the Logan City School District who is arrested for violation of the law must report such arrest to the Director of Human Resources within 48 hours.

**Initial** \_\_\_\_\_

#### **DISCRIMINATION AND HARASSMENT:**

In keeping with Federal Equal Employment Opportunity Commission (EEOC) guidelines, the Logan City School District strongly disapproves of discrimination and harassment which is defined as unwelcome conduct, whether verbal or nonverbal, which disadvantages persons or is demeaning or derisive to individuals or groups of people and occurs substantially because of race, color, national origin, sex, religion, pregnancy, disability, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law which creates a hostile work or learning environment for any student or visitor. Violation of this policy may result in immediate disciplinary action against any student or visitor. Violation of this policy by a Logan City School District employee may result in immediate disciplinary action including but not limited to termination. Any individual who finds he/she is a victim of such conduct is strongly encouraged to report it. He/she is assured that he/she will suffer no retaliation because of the report.

**Initial** \_\_\_\_\_

*Logan City School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, or physical or mental disability, except where necessary to meet a bona fide occupational quantification or business necessity. If you are a qualified individual with a disability who needs assistance with the application process, please contact our Human Resources Office at (435) 755-2300.*