



# Scranton School District



"Home of the Rockets"

103 North 10th Street  
Scranton, AR 72863  
Phone (479) 938-7121  
FAX (479) 938-7564

## Application for Employment Certified Staff

Date: \_\_\_\_\_ Teaching Preference: \_\_\_\_\_ Degree: \_\_\_\_\_

Grade Level or Preference: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

If you desire an interview, please write or call the Superintendent's office for an appointment.  
Interviews are granted after the application is processed.

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**PERSONAL**

Name \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email address \_\_\_\_\_

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**CERTIFICATION**

Do you hold or have you held an Arkansas teaching certificate? \_\_\_\_\_

Certification Areas \_\_\_\_\_ Valid to \_\_\_\_\_

If you do not hold a teaching certificate, describe your status: \_\_\_\_\_

Have you ever worked under an Alternative Licensure Plan (ALP)? \_\_\_\_\_

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**EDUCATION**

List high school and college or university attended.

Dates Attended	School/Institution	Location	Major	Minor	Degree & Year

Submit a complete (not necessarily official) transcript of all college work.

Special training:

**POSITIONS DESIRED**

Position(s) Desired (check all that apply):

- Kindergarten       Special Education       Administrator  
 Elementary       Middle School       Gifted/Talented  
 Junior High       Library/Media       Athletics/Coach  
 Senior High       Speech Therapist       Counselor  
 Other, please specify \_\_\_\_\_

Number in order of preference the elementary grade levels you wish to teach:

Kindergarten \_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> \_\_\_ 5<sup>th</sup> \_\_\_ 6<sup>th</sup> \_\_\_

Circle any extra-curricular activities you would be willing to sponsor/co-sponsor:

- Cheerleaders       Yearbook       Letterman's  
 Beta Club       Student Council       FCA

**EXPERIENCE**

Account for work history in following sections, beginning with current experience.

	<b>Dates: To/From</b>	<b>School</b>	<b>City &amp; State</b>	<b>Grade or Subject</b>
<b>Regular Teaching (Contracted)</b>				
<b>Student Teaching</b>				

Non-teaching experience: List other employment and/or experience.

<b>Dates: To/From</b>	<b>Agency</b>	<b>Address</b>	<b>Position</b>

Have you ever been a member of the Armed Forces? \_\_\_ When? \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

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**ADDITIONAL INFORMATION**

Professional, technical, educational, community, or service organizations you belong to:

Honors or awards received:

Hobbies, sports, special interests:

Collegiate extra-curricular activities:

Other:

Language ability other than English: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ If yes, explain \_\_\_\_\_

Have you ever failed to be rehired? \_\_\_\_ If so, where? \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

How long will your present plans permit you to remain in the position requested? \_\_\_\_

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**REFERENCES**

List four references (former employers, principals, superintendents, professors, etc.)

Name	Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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At the time of interview, what questions will you desire answers to?

Please write a letter using the business form and addressed to the Superintendent of Schools. Make a brief statement which includes your reason for choosing teaching as a profession and why you would like to teach in Scranton School District. Allow one page, handwritten, and attach it to this application.

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**READ CAREFULLY BEFORE SIGNING**

Application forms are sent to all who request them regardless of existing vacancies. The issuance of such forms does not signify that the applicant is under consideration for employment. The applicant must notify the Superintendent to schedule a time for an interview.

The application remains active for one year and must be renewed each year thereafter.

The Scranton School District reserves the right to request a criminal background check of any applicant seeking employment in the district. Refusal to consent to a criminal background check may remove an applicant from consideration of employment.

The facts set forth in my application for employment shall be considered true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

I waive the right to view or examine any personal or employment reference forms that are completed and returned to the district by the persons I have listed as references on this application.

Scranton School District is an equal opportunity educational and employment institution. The law protects the rights for an equal employment opportunity regardless of race, religious creed, national origin, ancestry, physical handicap, sex, or age.

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Signature of Applicant

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Date

## PERSONNEL RECORDS OF CERTIFIED EMPLOYEES

The Scranton School Board has the following policy concerning personnel records of certified employees:

A teacher will have access to his/her personnel records on file by the Scranton School District except confidential recommendations requested by the Superintendent at time of application.

When a statement concerning the performance of a teacher is placed in any personnel file, a written notice of such placement will be sent to the teacher. At this time, the teacher may request a conference with the originator of the statement.

If the teacher disagrees with the statement, the teacher can write his/her own analysis of the situation which will be placed in his/her personnel file.

I have read the above policy and understand that my personnel file is available for review by myself, with the exclusion of confidential recommendations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Scranton School District agrees to abide by the provisions of Title IX of the Education Amendments of 1972 which says, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."