

## EAGLE BUTTE SCHOOL DISTRICT 20-1

P.O. Box 260

Eagle Butte, SD 57625-0260

Phone (605) 964-4911 Fax (605) 964-4912

### CERTIFIED EMPLOYEE APPLICATION FORM

Applicants are requested to fill this form out in its entirety. Also, a formal letter of application, complete resume', copy of transcripts, copy of teaching certificate, and three (3) reference letters are also required as part of the application process. Materials should be submitted to the Office of the Superintendent via email or in paper form.

Name:			
Address:	City:	State:	Zip Code:
Home Phone:	Cell:	SS#	
Email:			

**POSITION APPLYING FOR:**

#### Professional Education:

Hours Above BA:	Hours Above MA:
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Name of School	Dates (to/from)	Degree	Major or Minor

#### Previous Employment with Schools—most recent first (list up to 3)

Name of School District	Dates (to/from)	Job Title

#### Previous Employment non-school related—most recent first (list up to 3)

Name of Business	Dates (to/from)	Job Title

**List 3 references other than relatives and/or previous employers:**

<b>Name:</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>Position:</b>			
<b>Company:</b>			
<b>Telephone:</b>			

**Required Questions:**

**Please answer Yes or No**

1. Are you able to perform the essential job functions which may or may not require a reasonable accommodation  
**YES NO**
2. Can you, after employment, submit verification of your legal right to work in the United States?  
**YES NO**
3. Have you ever pled guilty or nolo contendere to any offense, felony, or misdemeanor, other than a traffic violation that did not result in suspension or revocation of driver's license?  
**YES NO**
4. Do you presently have any pending criminal charges?  
**YES NO**
5. Have you ever been a party in an abuse and/or neglect proceeding?  
**YES NO**
6. Have you ever resigned from or otherwise left a public or private school employment to avoid investigation for alleged misconduct and/or dismissal in South Dakota or any other state or place?  
**YES NO**
7. Have you ever been dismissed or not reemployed in any probationary or permanent public or private school position?  
**YES NO**
8. Are you now a subject of any injury, disciplinary action, review or investigation, in any school district, by a teacher licensing agency, or in the courts of South Dakota or any other state in connection with any alleged misconduct?  
**YES NO**
9. Have you ever had any credential, application, permit, license, or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in South Dakota or in any other state?  
**YES NO**
10. Is there any adverse action(s) now pending against any credential you hold which authorizes public school service or teaching in South Dakota or any other state?  
**YES NO**

***State law requires that all applicants prior to employment be fingerprinted and prohibits employment of any person convicted of certain sex offenses, narcotic offenses, and violent crimes.***

***Answering "Yes" to any questions in 3-8 above is not an absolute bar to employment.***

***If you answered "Yes" to any questions 3-8 above, please explain your answer(s) and attach the explanation(s) to the back of this application.***

***Applicant, be informed, that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the S.D. Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.***

***Applicant, be informed, if you believe the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The applicant has 30 days to provide evidence of errors or omissions related to the background check.***

***Applicant, be informed, should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).***

***Title IX Policies ACAA – Sexual Harassment and ACAA-R(1) are posted on the District website's employment webpage for your access, is provided in paper copy upon request from the District Business Office, and is included in the paper application packet for employment. See links below for electronic access:***

***<https://ceb.k12.sd.us/pdf/2022/employment/ACAA.pdf>***

***<https://ceb.k12.sd.us/pdf/2022/employment/ACAA-R-Policy-Update-9-2020.pdf>***

***The Eagle Butte School District is an Equal Opportunity Employer and does not discriminate in its employment policies and practices, or in its educational programs or activities on the basis of race, color, creed, religion, age, gender, disability, national origin, or ancestry.***

Submission of application materials, questions, or need for additional information regarding application procedures may be directed to:

Kara Four Bear, Superintendent  
Kara.FourBear@k12.sd.us  
EAGLE BUTTE SCHOOL DISTRICT 20-1  
PO Box 260  
Eagle Butte, SD 57625-0260  
Telephone: (605) 964-4911 Fax (605) 964-4912

All items must be received before you will be considered for an interview. You are welcome to call our office to determine if these items have been received.

- Letter of Application and Resume': Enclose a letter of application and resume' stating the position for which you are applying. Please include a current phone number and email address.
- Copy of Transcript or Course Work: Please make certain that all course work is included on the transcript(s). If not, include a statement identifying which course work is still pending.
- Recommendations: Please include one of the following: a credential file from a university or three (3) written recommendations and a contact list of references.
- Certification in South Dakota: Include a copy of your South Dakota teaching certificate and any appropriate additional credentials. If you are not certified in South Dakota, make certain that you have started the process because a certificate is required for a valid contract.

If you have any questions or concerns, please contact our office at 605-964-4911. We appreciate your interest in Eagle Butte School District 20-1.