

**U.S.D. #249 FRONTENAC SCHOOLS
CERTIFIED PERSONNEL APPLICATION
208. S. CAYUGA
FRONTENAC, KANSAS 66763**

Date of Filing Application _____

(Please print or type. The application MUST be filled out in its entirety for full consideration)

Name _____
(Last) (First) (Middle)

Social Security #: _____ Email: _____

Present Address: _____
Street City State Zip

Day Time Phone: _____

Cell Phone: _____

Type of Position Desired (Be Specific): _____

Do you hold a current Kansas License: _____ YES _____ NO

Endorsements & Grade Level: _____

Date of Availability: _____

I. EDUCATIONAL BACKGROUND

Total Undergraduate Hours: _____

Total Graduate Hours: _____

Level	Name and Location of School	Dates Attended		Total Hours	Major Field	Degree Awarded
		From	To			
Graduate Work						
Under-Graduate Work						
High School	Name of School		School District	Location	Year of Graduation	

Student Teaching Experience:

Subject / Grade Level	Dates	Institution/Location	Supervisor
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Name and cell phone # of supervising teacher: _____

Grade point average in Major Field Undergraduate _____ Graduate _____

Grade point average for all work Undergraduate _____ Graduate _____

II. PROFESSIONAL EXPERIENCE AND EMPLOYMENT HISTORY

(Please list experience in chronological order starting with last position held. Account for all periods of time including military service and any period of unemployment.) PLEASE GIVE MONTH AND YEAR.

Assignment	Dates		Name/Location of School or Organization	Supervisor Name and Phone #
	From	To		

List any college activities or honors: _____

Professional and civic organizations and activities: _____

III. PHILOSOPHY

(On separate pages and in 75 words or less, address each of the topics below)

1. My philosophy of education.
2. My reason for wanting a professional education position in USD 249.
3. Approaches I employ to motivate my students.

V. REFERENCES

Please list the names, addresses, telephone numbers, and email address of four people who know of your professional work and/or qualification.

Name	Address	Telephone	Email	Official Position

An Equal Employment/Educational Opportunity Agency

Unified School District 249 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities.

VI. USD 249 DISCLOSURE STATEMENT

The tremendous responsibility the school district has to its school children and community necessitates the following information from all applicants regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

- Moral turpitude includes, but is not limited to theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or misdemeanor involving moral turpitude? If yes, please explain: YES NO

- Have you ever been placed on diversion or had deferred criminal proceedings of a felony or misdemeanor involving moral turpitude? If yes, please explain: YES NO

- Have you ever been convicted, placed on diversion or, are you currently charged with any violations of law other than minor traffic violations? If yes, please explain: YES NO

- Has your administrative certificate/license or teaching certificate/license, in any state ever been annulled, suspended, or revoked? If yes, please explain: YES NO

CONVICTION OF A CRIME IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. CONVICTIONS OR PENDING CHARGES WILL NOT BE USED OR CONSIDERED UNLESS THEY ARE SUBSTANTIALLY RELATED TO CIRCUMSTANCE OF THE PARTICULAR JOB.

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsifications, or omission of information is grounds for refusal to hire, or, if I am hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from you doing so.

I authorize you to conduct a criminal background investigation using any and all methods (including fingerprinting), necessary to successfully complete such investigation and I release you from any and all liability for any damages that may result from doing so.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false-answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

APPLICANT'S SIGNATURE: _____

DATE: _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Frontenac USD #249 may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records ("driving records"), verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your employment history conducted by Background Investigation Bureau, LLC, ("BIB"), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

AUTHORIZATION AND ACKNOWLEDGMENT REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION, "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", "ADDITIONAL STATE LAW NOTICES" and certify that I have read and understand those documents. I hereby authorize Frontenac USD # 249 to obtain "consumer reports" and/or "investigative consumer reports" about me at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax") or photographic copy or digital copy of this Authorization shall be as valid as the original.

Signature: _____ Date: _____

Print Name: _____ Date of Birth: _____

Personal Identifying Information Needed For Background Check – To facilitate a background check on you, please complete the information below and include all past or current names used (e.g., maiden, surname, alias).

Last Name		First	Middle	
Last Name		First	Middle	
Last Name		First	Middle	
Home Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date of Birth	Social Security No.		Gender	Race
Drivers License Number		State Issued		Expires

*Para informacion en espanol, visite www.consumerfinance.gov/learnmore
o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20552.*

A Summary of Your Rights Under the Fair Credit Reporting Act.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.