



Seaman Unified School District #345

SEAMAN EDUCATION CENTER

901 NW Lyman Road • Topeka, KS 66608-1900 • (785) 575-8600 • FAX 575-8620

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A Tradition of Quality in Education Since 1920

Seaman High School, Logan Jr. High School, Northern Hills Jr. High School
East Indianola, Elmont, Indian Creek, Lyman, North Fairview, Pleasant Hill,
Rochester, WestIndianola Elementary Schools

Seaman Unified School District #345

Return this application to:
SEAMAN EDUCATION CENTER
Special Services
901 NW Lyman Road
Topeka, KS 66608-1900

FOR OFFICIAL USE ONLY

Assignment _____
Effective Date _____
Days _____
Step _____ Column _____
Base Salary _____
Supplementary _____
Total Salary _____

Employment Application

Seaman USD 345 does not discriminate on the basis of sex, race, color, national origin, disability, age, or marital status in employment.
The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Seaman USD 345. Violators will be prosecuted.

Date _____

Last First Middle Social Security No.

PRESENT ADDRESS _____ ()
Street City State Zip Code Telephone

PERMANENT ADDRESS _____ ()
Street City State Zip Code Telephone

CONTACT IN EMERGENCY _____
Name Telephone

MARK APPROPRIATE BOXES
Indicate Position(s) Desired
FOR WHICH YOU ARE ENDORSED

- Elementary Teacher
- Administrator
- Physical Therapy
- Secondary Teacher
- Counselor
- Speech Pathologist
- Substitute Teacher
- Psychologist
- LD Teacher
- Occupational Therapy
- EMH/BD Teacher

List in order of preference the grade levels or subject areas:
1. _____ 3. _____
2. _____ 4. _____

GENERAL INFORMATION

Are you under contract: Yes No If yes, where? _____ Present position _____

If not under contract now, have you ever held a continuing contract? Yes No

If yes, cite school district(s), date(s) and state.

Have you ever been refused tenure or a continuing contract: (If yes, comment below.) Yes No

Have you ever been discharged or requested to resign from a position? Yes No

Have you ever had a certificate or license revoked or suspended? (If yes, comment below.) Yes No

Have you been employed by Seaman USD #345 previously? Yes No

If under a different name what name? _____

CERTIFICATION

Level of Kansas certificate held _____ Endorsements (subject(s) and numbers): _____
Level of out-of-state certificate held _____ Endorsements (Subject(s) and numbers): _____

HEALTH AND SAFETY

Have you had any work related illnesses or injuries?

 Yes No

Do you have any physical or mental condition which would restrict your ability to perform the job duties or affect the safety of yourself or others during your work? Yes No

If hired, would you be taking medication which would restrict your ability to perform the job duties or affect the safety of yourself or others during your work? Yes No

SECURITY

Have you been convicted of a felony and/or served time for a felony in the past seven years?

 Yes No

Have you been convicted of any crimes of moral turpitude or offenses involving children, disabled individuals or the elderly?

 Yes No

If you answered yes to either of the above questions please describe below.

INCIDENT DATE	CITY/STATE	CHARGE

OTHER INFORMATION

To avoid conflict of interest, list any related Seaman School Board member or employee of the school district and cite relationship.

Estimate your total absence from work or school for the last three years and give reason(s). _____

REFERENCES

List below three references, including administrative and supervisory personnel, who have first hand knowledge of your performance and/or future potential in the area for which you are applying.

NAME OF REFERENCE	OFFICIAL POSITION	MAILING ADDRESS	TELEPHONE

OTHER INFORMATION

I certify that the information given herein is true and complete to the best of my knowledge.

I authorize investigation of personal background and all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby release those parties from any liability or damage whatsoever for issuing background information

The applicant understands that neither this document or any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

All appointments are temporary and are subject to statutory provisions for the probationary period before tenure status is acquired. Both probationary and tenure teachers are required to perform in accordance with district performance standards.

I understand that the use of illegal drugs is prohibited during employment. If school policy requires, I am willing to submit to drug testing to detect the use of illegal drugs/alcohol prior to being offered a position and/or during employment.

Signature of Applicant

Date



**SEAMAN USD #345
EMPLOYMENT PROCESS**

Thank you for expressing interest in employment with the Seaman Unified School District #345.

Applications

Complete your application in a legible manner, preferably typed. Provide all requested information on the form. The application is the central document of the employment process. Include a resume with the application if available.

Name and Addresses

Provide your full name on the application. List additional names which might appear on transcripts, credentials, or previous work records. Any change in address should be reported in writing immediately.

Educational and Professional Training

Please request your college or university to send credentials to Seaman USD 345. Transcripts must verify all university or college work. Transcripts for the application process need not be official; however, official transcripts must be provided upon employment. If applying for a first teaching position, information concerning the student teaching experience must be provided.

Certification

The applicant must be certified or meet requirements for certification of position. Questions should be directed to the Director of Certification, Kansas Board of Education, 120 East 10th, Topeka KS 66612, (913) 296-2288

Work Experience

Your work history is a vital factor in our selection process and in the total assessment of each individual. Applicants who have previously worked in the field of education must provide information on all such experience. Complete information on work experience outside of education is also requested.

References

List references who know of your qualifications for the position(s) you seek.

Additional Information

Any additional information you feel is important may be included in your resume/application letter. Please do not provide additional personal data such as age, race, sex, or family status. Do not include a picture.

Agreement

Read carefully the statement on the application that authorizes the school district to collect additional information about you and verifies that your statements on the application are true.

Assessment

All applications will be assessed by one or more of the following: assistant superintendent, elementary curriculum director, special education director, building administrators and others, in order that applicants selected for employment will best meet the needs of the district.

Interviews

Seaman School District will schedule interviews for the position(s) available. We do not conduct screening interviews. The formal application form, credentials, transcripts, certificate, and other pertinent information must be on file prior to the interview.

Active Applications

All applications are kept active until the end of the calendar year. At the end of the year, applications are made inactive unless the individual requests that his or her application remains active. All inactive applications are kept on file for a period of two years after which time they are destroyed unless the individual reactivates the application.

An Equal Opportunity Employer

Seaman USD 345 does not discriminate on the basis of sex, race, color, national origin, disability, age, or marital status in employment. Any questions regarding the district's compliance with Title VI, Title IX, or Section 504 may be directed to the Title IX Coordinator who can be reached at (785) 575-8600 or the Title VI and Section 504 Coordinator at (785) 575-8670, 901 NW Lyman Rd., Topeka, KS 66608. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited by Seaman USD 345. Violators will be prosecuted.

All correspondence regarding certified employment should be sent to: Elementary/Secondary Personnel
901 NW Lyman Road
Topeka KS 66608-1900