

# CERTIFIED/LICENSED EMPLOYMENT APPLICATION

**Rapid City Area School District 51-4**  
**Western Dakota Technical Institute**  
Office of Human Resources  
300 Sixth Street, Rapid City, SD 57701-2724

Telephone (605) 394-4014 ~ Fax (605) 394-4011  
Website [www.rcas.org](http://www.rcas.org) ~ E-mail [rapidcityhumanresources@k12.sd.us](mailto:rapidcityhumanresources@k12.sd.us)

Date \_\_\_\_\_

## PERSONAL DATA

Mr.	Ms.	Mrs.	Dr.	Social Security (optional)	
<b>Name</b>	(Last)	(First)	(Middle Initial)	(Maiden)	
<b>Address</b>	(Street)	(City, State, Zip Code)			
<b>Phone</b>	(Home)	(Cell)	(Message)		

## E-mail Address

**Referral Source:** Newspaper (specify) \_\_\_\_\_ Personal Referral  
Posting Board District Website Other (specify) \_\_\_\_\_

## POSITION DESIRED

Elementary	Full-Time	If elementary, list grades in order of preference. If middle/high school, list subjects preferred.
Secondary	Part-Time	
Other	Either	If other, specify position.

Are you willing to sponsor any student activities or coach any sports? If so, please list each activity/sport. In parentheses behind each the number of years experience sponsoring activity/sport.

## REQUIRED DOCUMENTS FOR APPLICATION

**Rapid City Area School District 51-4 K-12 Programs:** **Before consideration for employment can be made**, an updated application, transcripts, Praxis scores, if applicable, and placement file (and/or three letters of reference dated within the last three (3) years) must be on file. In addition to the above, applicants must take a web-based assessment. Information regarding the web-based assessment can be found on the district website [www.rcas.org](http://www.rcas.org). Applications will need to be reactivated in February of each year. Upon satisfactory completion of the above requirements, your name will be submitted for all open positions for which you are highly qualified to teach.

**Western Dakota Tech:** **Before consideration for employment can be made**, an updated application, resume' transcripts and placement file (and/or three letters of reference) must be on file at the end of the position close date. Please link to WDT at [www.wdt.edu](http://www.wdt.edu) for any additional employment qualifications specific to the position for which you are applying.

**It is the applicant's responsibility to see that all of these are provided.**

**All applicants must qualify for South Dakota Certification/License prior to employment.** For certification inquiries, please contact:

Department of Education  
700 Governor's Drive  
Pierre, SD 57501-2291  
(605) 773-3426  
<http://doe.sd.gov/oatq/teachercert/index.asp>

*Rapid City Area School District 51-4 is an equal opportunity employer and does not discriminate because of race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran. Rapid City Area School District 51-4, as a government contractor, has pledged to take Affirmative Action to employ and advance employees.*

**QUESTIONS**

1. Are you legally able to work in the United States of America? Yes No
2. Rapid City Area School District 51-4 participates in the "Troops to Teachers" program. Are you a U.S. military veteran? Yes No
3. Have you ever been employed by the Rapid City Area School District 51-4? Yes No  
 If yes, when? \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Building: \_\_\_\_\_
4. Are you under contract to another school district or educational institution? Yes No  
 If yes, where? \_\_\_\_\_  
 Why do you wish to leave your present position? \_\_\_\_\_
5. Have you ever been dismissed from a position, non-renewed, or asked to resign? Yes No  
 If yes, please provide details: \_\_\_\_\_
6. Have you ever faced disciplinary action against a certificate/license? Yes No  
 If yes, please provide details: \_\_\_\_\_

**EDUCATIONAL PREPARATION** ("See resume" is not sufficient.)

Name of School	Location (City and State)	Date Complete	Degree	Major
High School				
Undergraduate				
Graduate				
Graduate				

Please list any special courses, seminars, and or training you have completed related to your ability to perform the job for which you are applying:

Graduate semester hours earned **beyond** highest degree: \_\_\_\_\_

College activities in which you participated: \_\_\_\_\_

Computer experience: Minimal Proficient Advanced Date of last coursework: \_\_\_\_\_

**STUDENT TEACHING/INTERNSHIP**

Name of School	Location (City and State)	Grade Level or Subject Taught	Dates Mo/Yr		Cooperating Teacher
			From	To	

**CERTIFICATION/LICENSURE**

Do you currently hold a South Dakota teacher certificate? Yes No If no, have you applied? Yes No

Certificate Number	Expiration Date	Certifications

Are you certified in another state(s)? Yes No Specify State(s): \_\_\_\_\_  
 Certifications: \_\_\_\_\_

Have you completed South Dakota required Praxis II exam(s)? Yes No

Test Code and Title	Test Date	Score	Test Code and Title	Test Date	Score

**EMPLOYMENT HISTORY** ("See resume" is not sufficient. If more space is needed, please submit on a separate sheet of paper.)

<b>Present or Last Employer</b>		Dates (Month and Year)		Time <input checked="" type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Location (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

<b>Second Previous Employer</b>		Dates (Month and Year)		Time <input checked="" type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Location (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

<b>Third Previous Employer</b>		Dates (Month and Year)		Time <input checked="" type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Location (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

<b>Fourth Previous Employer</b>		Dates (Month and Year)		Time <input checked="" type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Location (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

<b>Fifth Previous Employer</b>		Dates (Month and Year)		Time <input checked="" type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Location (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

<b>Sixth Previous Employer</b>		Dates (Month and Year)		Time <input checked="" type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Location (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

**REFERENCES**

Give the names and phone numbers of three additional references (beyond those listed on the employment history) who are familiar with your personality, character and work performance. Three professional references must be provided before the application process can be considered complete.

Name		Years Known
Position	Work Phone (Area Code)	Home Phone (Area Code)
Work Place	Location (City and State)	
Name		Years Known
Position	Work Phone (Area Code)	Home Phone (Area Code)
Work Place	Location (City and State)	
Name		Years Known
Position	Work Phone (Area Code)	Home Phone (Area Code)
Work Place	Location (City and State)	

**PROFESSIONAL GROWTH**

Submit a brief summary on a separate sheet of paper for each of the following areas.

- a. Give an example of a specific problem you have solved and the process used.
- b. How do you plan to address the diverse educational needs of your students?
- c. What do you consider to be the five most critical attributes of successful educators?

**CONVICTION REPORT**

*Because of the tremendous responsibility Rapid City Area School District 51-4 has to its school children and community, the following information is needed from all applicants regarding convictions. Failure to complete this form accurately and completely will result in disqualification from consideration for employment. Such action may also be cause for consideration of dismissal if employed, and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form.*

***Please read carefully, and answer every question.***

Have you ever been convicted of a felony or misdemeanor, including any traffic violations and/or suspended imposition(s) of sentence(s)? Yes      No  
If "Yes," provide date(s):  
Offense(s):

***If more space is needed, please submit on a separate sheet of paper.***

**APPLICANT'S CERTIFICATE AND RELEASE**

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Rapid City Area School District 51-4. I authorize the Rapid City Area School District 51-4 to make reference checks and past employment inquiries prior to employment, and I will execute such documents as are needed to facilitate this investigation.

**Before employment can be finalized, I must pass a background investigation and health examination. All necessary certification/license and official transcripts must be provided. The Governing Board must officially approve my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.**

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)