

ADMINISTRATIVE/TECHNICAL 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 ~ E-mail rapidcityhumanresources@k12.sd.us

Date _____

POSITION DESIRED

Job Number _____

PERSONAL DATA

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

E-mail Address

Referral Source	Newspaper (specify) _____	Personal Referral
	Posting Board	District Website Other (specify) _____

REQUIRED DOCUMENTS FOR APPLICATION

IMPORTANT: Before final consideration for employment can be made, the candidate must have on file in the Office of Human Resources, a completed application, question summary if included with the posting, proof of certification, a complete set of transcripts (official transcripts upon hire), three letters of recommendation and/or a credential/placement file dated within the last three years. In addition to the above, an assessment may be required for administrative positions. Please contact the Office of Human Resources at the e-mail address above for assessment information. If you are not able to contact via e-mail, please call the Office of Human Resources at the number provided.

Western Dakota Tech: Before consideration for employment can be made, a completed application, resume', transcripts, and three letters of recommendation dated within the last three years and/or a credential/placement file must be on file at the end of the position close date. Please link to WDT at 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 the above requirements 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>

APPLICATIONS ARE KEPT ON FILE UNTIL POSITION IS FILLED.

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. Have you ever been employed by the Rapid City Area School District 51-4? Yes No

If yes, when?

Position Title:

Supervisor:

Building:

3. 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?

When would you be available for employment with Rapid City Area School District 51-4?

4. Have you ever been dismissed from a position, non-renewed, or asked to resign? Yes No

If yes, please provide details.

5. Have you ever faced disciplinary action against a certificate/license? Yes No

If yes, please provide details.

PROFESSIONAL PREPARATION ("See resume" is not sufficient.)

Name of School	Location (City and State)	Year	Degree	Major
Undergraduate				
Undergraduate				
Graduate				
Graduate				

Administrative applicants only:

Level of computer experience Minimal Proficient Advanced

Approximate date of last computer coursework:

CERTIFICATION/LICENSURE

Do you currently hold a South Dakota administrator certificate? Yes No

Certificate Number	Expiration Date	Certifications

If you do not currently hold a South Dakota Administrator Certificate, have you applied? Yes No

Are you certified as an administrator in another states(s)? Yes No Specify state(s): _____

TECHNICAL APPLICANTS (List specific training and certifications you currently maintain.)

ADMINISTRATIVE EXPERIENCE (Please begin with your most recent experience.)

Institution/School		Position	
Location (City and State)	Enrollment	Salary	Dates
			From To
Annual Budget Responsibility	Number of Staff Supervised		

Institution/School		Position	
Location (City and State)	Enrollment	Salary	Dates
			From To
Annual Budget Responsibility	Number of Staff Supervised		

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Location (City and State)	Enrollment	Salary	Dates
			From To
Annual Budget Responsibility	Number of Staff Supervised		

EMPLOYMENT HISTORY (If more space is needed, please submit on a separate sheet of paper.)

Present or Last Employer		Dates (Month and Year)		Total No. Years
		From	To	
Location (City and State)	Phone			
Job Title	Supervisor	Supervisor's Title		
Duties				
Reason for Leaving				

Second Previous Employer		Dates (Month and Year)		Total No. Years
		From	To	
Location (City and State)	Phone			
Job Title	Supervisor	Supervisor's Title		
Duties				
Reason for Leaving				

Third Previous Employer		Dates (Month and Year)		Total No. Years
		From	To	
Location (City and State)	Phone			
Job Title	Supervisor	Supervisor's Title		
Duties				
Reason for Leaving				

Fourth Previous Employer		Dates (Month and Year)		Total No. Years
		From	To	
Location (City and State)	Phone			
Job Title	Supervisor	Supervisor's Title		
Duties				
Reason for Leaving				

(Last Name, First Name)

REFERENCES (Four 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)	

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

CONVICTION REPORT

Because of the tremendous responsibility Rapid City Area School District 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)