

# NORTH STAR CHARTER SCHOOL

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IB World School – International School of Business & Economics

## **Employment Application Certified Teacher**

North Star Charter School is committed to providing equal employment opportunities for all candidates without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and complies with the requirements and objectives of applicable state and federal laws.

### **Application Instructions:**

1. Please submit requested materials by mail, fax or email to:  
*North Star Charter School  
839 North Linder Road  
Eagle, ID 83616*
2. A complete application file consisting of the following materials must be submitted in order for the candidate to be considered for employment:
  - a. Completed North Star Charter School Employment Application – Certified Teacher
  - b. Resume
  - c. Official transcripts from each university showing degree(s) obtained and dates
  - d. Current college placement file or three current letters of recommendation
  - e. Copies of all current teaching & administrative certificates
  - f. Copy of Idaho Basic Technology Certificate (if applicable)
  - g. Professional Experience Verification Form
3. Employment will be based on the following hiring process unless otherwise noted on the vacancy listing:
  - a. Preliminary screening of applicants will be based on ability to meet job description
  - b. Document requirements as evidenced by completed application, reference files, transcripts, etc.
  - c. Applicants are expected to request their college/university placement bureau to send copies of all placement files at the time of application
  - d. Finalists will be contacted to schedule an in person or telephone screening interview.
  - e. If an applicant is offered a teaching position, s/he will need to complete a “Professional Experience Verification Form.”
  - f. A recommendation for employment will be submitted to the Board of Directors and the candidate will be notified if approved for employment
4. You must have a valid Idaho Educational Credential in the area for which you are applying.
5. State of Idaho law requires that all new employees be fingerprinted. North Star Charter School requires new employees complete the necessary paperwork and fingerprinting within five (5) days of their hire date. You will be required to show one form of photo ID at the time of fingerprinting. Employees will not be paid until all paperwork and fingerprinting is complete.

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6. The State Department of Education requires all new employees undergo a state criminal background check. New employees shall pay a \$40.00 processing fee to the State Department of Education for such background check. This procedure is mandated by the State Department of Education. We cannot accept background checks from other agencies, states, etc. Offers of employment are contingent on the satisfactory results of the criminal background check.

7. Your application file will kept active for one year after receipt by NSCS. After that time, applicants may submit a new application with updated information and supporting documents.

We greatly appreciate your interest in North Star Charter School.

*Administration North Star Charter School*

Please E-mail any questions to:

Melissa Andersen [mandersen@northstarcharter.org](mailto:mandersen@northstarcharter.org) for grades 6-12

Shay Davis [sdavis@northstarcharter.org](mailto:sdavis@northstarcharter.org) for grades K-5

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## North Star Charter School Employment Application – Certified Teacher

Date of Application Submission: \_\_\_\_\_

Date Received by NSCS: \_\_\_\_\_

Applying for the position of: \_\_\_\_\_

### A. PERSONAL INFORMATION

Name \_\_\_\_\_  
(Last name) (First name) (Middle initial)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### B. CURRENT POSITION (please respond to each item)

Present Title \_\_\_\_\_ Since \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Length of Present Contract \_\_\_\_\_ Current Contract Expires on \_\_\_\_\_

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### C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

**How many additional credits have you completed since your last degree? \_\_\_\_\_**

### D. TEACHING EXPERIENCE

Please list teaching experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed

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## E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City and State	Specific Years Employed

## F. REFERENCES

Please list three individuals who are very familiar with your professional work and who may be contacted.

<b>Name of Individual</b>	
Official Position	
Business Phone	
Email Address	

<b>Name of Individual</b>	
Official Position	
Business Phone	
Email Address	

<b>Name of Individual</b>	
Official Position	
Business Phone	
Email Address	

## G. NARRATIVE RESPONSE

On Appendix A attached, please respond to the following questions:

1. Explain how you have implemented the Idaho Core Standards or the Common Core Standards into your instruction.
2. Describe your classroom management style.

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3. How do you use data to guide your instruction?
4. What is your personal feeling about the statement, “All children can learn and achieve at a high level”?
5. How do you incorporate student voice into your classroom?

### H. HONORS AND DISTINCTIONS

List honors, commendations, elective or appointed offices held, or other distinctions received.

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### I. BACKGROUND INFORMATION

If you answer “yes” to any of the following questions, please Complete Appendix B describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation?  
(The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)  
\_\_\_\_\_ yes \_\_\_\_\_ no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?  
\_\_\_\_\_ yes \_\_\_\_\_ no
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?  
\_\_\_\_\_ yes \_\_\_\_\_ no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?  
\_\_\_\_\_ yes \_\_\_\_\_ no
5. Has there been any incident that could affect your ability to lead this District?  
\_\_\_\_\_ yes \_\_\_\_\_ no

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## J. CURRENT EMPLOYMENT STATUS

1. Do you currently hold a valid Idaho Education Credential with appropriate endorsement for the position you are applying for?

\_\_\_\_\_ yes \_\_\_\_\_ no

Please list your endorsements: \_\_\_\_\_

\_\_\_\_\_

2. Are you currently under contract for any school district next year?

\_\_\_\_\_ yes \_\_\_\_\_ no

## K. AUTHORIZATION

Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which North Star Charter School discovers the violation of its policy regarding application form dishonesty.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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Appendix A

## North Star Charter School Employment Application (cont.)

	<b>G. NARRATIVE RESPONSE Please limit your responses to 150 words.</b>
1.	Explain how you have implemented the Idaho Core Standards into your instruction.
Response #1	
2.	Describe your classroom management style.
Response #2	
3.	How do you use data to guide your instruction?
Response #3	
4.	What is your personal feeling about the statement, “All children can learn and achieve proficiency?”
Response #4	
5.	How do you incorporate student voice into your classroom?
Response #5	



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**Appendix B**

## **North Star Charter School Employment Application (cont.)**

	<b>I. BACKGROUND INFORMATION</b>
Response #1 – IF YES	
Response #2 – if YES	
Response #3 – IF YES	
Response #4 – IF YES	
Response #5 – IF YES	