



NORTH STAR CHARTER SCHOOL

CERTIFIED TEACHER APPLICATION

North Star Charter School is committed to providing equal employment opportunities for all without regard to race, creed, color, nationality, 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 to:

North Star Charter School 839 N Linder Road Eagle, ID 83616
Or email to Joanna O'Donnell: jodonnell@northstarcharter.org

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. Copies of 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 official copies of all placement files or transcripts should s/he be offered a contract.
- 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 of approved ofr 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 requires new employees to complete the necessary paperwork and fingerprinting within five (5) days of their hire date. Employees will not be paid until all paperwork and fingerprinting is complete. Additionally, the district conducts a state criminal background check of all new employees. You will be required to show one form of photo ID at the time of fingerprinting. This procedure is mandatory and the State Department of Education has set firm guidelines for this requirement. We cannot accept background checks from other agencies, states, etc. Offers of employment are contingent on the results of these checks.
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 be 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 for grades 6-12

Shay Davis: sdavis@northstarcharter.org for grades k-5



NORTH STAR CHARTER SCHOOL

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 _____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



NORTH STAR

CHARTER SCHOOL

How many additional credits have you completed since your last degree? _____

D. TEACHING EXPERIENCE

Please list teaching experience first, beginning with current assignment

Position	Name of District	City & State	Specific years Employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. OTHER RELEVANT EMPLOYMENT OR EXXPERIENCE:

Position	Employer	Specific Years Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



NORTH STAR

CHARTER SCHOOL

F. PERSONAL REFERENCES

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

Name of Individual _____

Official Position _____

Business Phone _____

Email Address _____

Name of Individual _____

Official Position _____

Business Phone _____

Email Address _____

Name of Individual _____

Official Position _____

Business Phone _____

Email Address _____

G. NARRATIVE RESPONSE

Please respond to the following questions (please limit response to 150 words):

Explain how you have implemented the Idaho Core Standards or the Common Core Standards into your instruction.

Describe your classroom management style.

How do you use data to guide your instruction?



NORTH STAR

CHARTER SCHOOL

What is your personal feeling about the statement, "All children can learn and achieve at a high level"?

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.



NORTH STAR

CHARTER SCHOOL

I. BACKGROUND INFORMATION:

If you answer "yes" to any of the following questions please describe, 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

If yes, please explain:

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

If yes, please explain:

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

If yes, please explain:

4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline? yes no

If yes, please explain:

5. has there been any incident that could affect your ability to lead this District? yes no

If yes, please explain:

J. CURRENT EMPLOYMENT STATUS

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 _____



NORTH STAR

CHARTER SCHOOL

Have you ever been convicted of any crime or violation of any law in any state, federal, or military court? _____ Yes _____ No

Note: For the Purpose of this question, "conviction" includes:

- All instances in which a plea of guilty or nolo contendere is the basis of the conviction.
- All proceedings in which a sentence has been suspended, deferred or withheld.
- All proceedings in which the prosecution was deferred.

Do not include convictions for traffic violations unless alcohol or drug related. If your answer is YES to any of the above, attach an explanation and court record, which includes the disposition of the offense.

(Conviction of a crime does not necessarily preclude you from consideration for employment. The North Star Charter School will consider the nature, date, and relationship of the offense to the position for which you are applying.)

I certify that the answers given herein are true and complete to the best of my knowledge.

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information relative to my education, training, qualifications, work history and general fitness for employment to North Star Charter School Personnel Committee.

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

I further understand that this is an application for employment, and that no employment contract is being offered.

I have read and understand the above.

Signature

Date

North Star Charter School is an equal opportunity employer/educator with a tobacco free environment and complies with the Americans and Disabilities Act.
Applications from all qualified individuals are considered.