

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

839 N. Linder Road, Eagle, Idaho 83616
Phone: (208) 939-9600 Fax: (208) 939-6090

Date of Application: _____

Date Received: _____

North Star Charter School is committed to providing equal employment opportunities for all persons 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 to:
North Star Charter School
839 North Linder Road
Eagle, ID 83616
2. A complete application file consists of the following materials:
 - a. Completed North Star Charter School Certified Teacher Application Form
 - 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
3. Employment will be based on the following procedures unless otherwise noted on the vacancy listing:
 - a. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, reference files, transcripts, etc. Applicants are expected to request their college/university placement bureau to send copies of all placement files at the time of application.
 - b. Finalists will be contacted to schedule an in person interview. Along with the interview applicants will observe North Star classrooms to attain a good understanding of the North Star culture. Applicants must come prepared to teach a lesson in the area for which they are applying.
 - c. A recommendation for employment will be submitted to the Board of Trustees 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. Your application file is kept active for one year. After that time, applicants may submit a new application with updated information and supporting documents.
6. 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 ten (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. New employees shall pay the \$40.00 processing fee for the FBI records. You will be required to show one form of photo ID at the time of

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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.

E-mail questions to:

Melissa Andersen mandersen@northstarcharter.org for grades 6-12

Shay Davis sdavis@northstarcharter.org for grades K-5

Position for which you are applying: _____

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 _____

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 When _____

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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

Please explain any gaps in employment, if any.

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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.

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	

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G. NARRATIVE RESPONSE—On separate paper, please respond to the following questions:

1. Explain how you have implemented the Idaho Core Standards into your instruction.
2. Describe your classroom management style.
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 degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

I. BACKGROUND INFORMATION—If you answer “yes” to any of the following questions, please attach a written response 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

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5. Has there been any incident that could affect your ability to lead this District?

_____ yes _____ no

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