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

   Human Resources: hr@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
   b. Resume
   c. Copies of all current teaching & administrative certificates
   d. Copies of transcripts from each university showing degree(s) obtained and dates
   e. Three current letters of recommendation

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. You must have a valid Idaho Educational Credential in the area for which you are applying.

4. The Idaho State Department of Education requires all new employees to be fingerprinted and undergo a state criminal background check. **Employees will not be paid until all paperwork and fingerprinting is complete.** 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.**

5. 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

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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 _____

Home Phone _____ Email Address _____

Cell Phone _____

B. CURRENT POSITION (please respond to each item)

Present Title _____ Since _____

Employer _____ Work Phone_____

Employer Address _____ Fax Number_____

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 & Date Received	Major

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Initial date of teaching certification_____ State first certified_____

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	Start-End of years completed (EX: 1994-2001)

E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE:

Position	Employer	Start-End of years completed (Ex: 2021-2023)

F. PROFESSIONAL REFERENCES

List up to three persons who are familiar with your qualifications, background, and may be contacted as a reference:

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 each 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?

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.

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I. BACKGROUND INFORMATION:

1. 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:

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

Do not included convictions for traffic violations unless alcohol or drug related.

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

If you answer "yes" to any of the following questions please describe, in detail, an explanation of the circumstances involved:

2. Have you ever had disciplinary action taken against a professional license/certificate? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority ☐ Yes ☐ No
If yes, please explain:

3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority? ☐ Yes ☐ No
If yes, please explain:

4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority? ☐ Yes ☐ No
If yes, please explain:

5. 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

6. Are you currently under investigation, by their employer or by any regulatory body, for any alleged misconduct or other alleged grounds for discipline? ☐ 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

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K. ACKNOWLEDGMENT/AUTHORIZATION

Please read carefully and 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 in my application or interview(s), 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.

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.

I understand, 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.