

**FOUR COUNTY AREA VOCATIONAL COOPERATIVE**  
1607 DOWLING STREET  
KENDALLVILLE, IN 46755

**GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT (LEA)**

**APPLICATION FOR EMPLOYMENT**  
(Certified Personnel)

**We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status the presence of a non-job-related medical condition or handicap, or any other legally protected status.**

**PLEASE PRINT**

Date of application: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ IN: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Total Years of Experience: \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Are you presently under contract with any school district for the next school year?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**PRESENT CONTRACTUAL RELATIONSHIP**

Length of present contract: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Present salary: \_\_\_\_\_ Date available: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## TEACHING/SCHOOL RELATED WORK EXPERIENCE

List most recent experience first. Include student teaching if less than three years experience. Use separate sheet if necessary. Indicate any skills, experiences or training (military, on-the-job, or other) you have received which will assist us in placing you.

Employer: _____	Supervisor: _____
Address: _____	City: _____ State: _____ Zip: _____
Telephone: (    ) _____	Grade/Subject: _____
Dates Employed From: _____	to: _____

Employer: _____	Supervisor: _____
Address: _____	City: _____ State: _____ Zip: _____
Telephone: (    ) _____	Grade/Subject: _____
Dates Employed From: _____	to: _____

Employer: _____	Supervisor: _____
Address: _____	City: _____ State: _____ Zip: _____
Telephone: (    ) _____	Grade/Subject: _____
Dates Employed From: _____	to: _____

Please continue on a separate sheet of paper if you need additional space.

### Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience:

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**EDUCATION**

<b>SCHOOL NAME</b>	<b>LOCATION (City/State)</b>	<b>DATES ATTENDED</b>	<b>DIPLOMA/ DEGREE</b>	<b>GRADE</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*A college transcript is required before consideration can be given to your employment. It should include all courses completed at the time of the application.*

**CERTIFICATION**

**Kind of State Certification held:** \_\_\_\_\_

**If certified in another state, indicate which state and type of certificate held:**

\_\_\_\_\_

**SECONDARY CANDIDATES**

**ADMINISTRATIVE CANDIDATES**

List certified teaching fields

\_\_\_\_\_ Sem Hrs \_\_\_\_\_

\_\_\_\_\_ Sem Hrs \_\_\_\_\_

\_\_\_\_\_ Sem Hrs \_\_\_\_\_

**Area of specialization:** \_\_\_\_\_  
(Must have at least 18 hours)

**Administrative Experience:**

\_\_\_\_\_  
\_\_\_\_\_

**Vocational Experience:**

\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REFERENCES**

**FULL NAME OF REFERENCE**

**POSITION**

**ADDRESS**

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

**DESCRIBE YOUR EDUCATIONAL AND MANAGEMENT PHILOSOPHIES**

(Use separate sheet)

**AGREEMENT:**

I certify that the answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview may result in termination of employment. Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

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