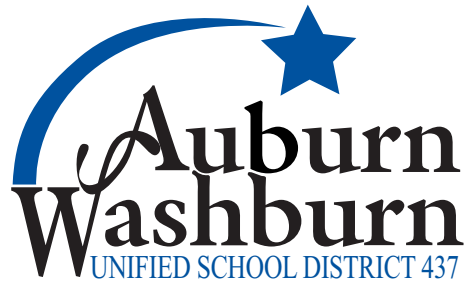


**SHULER  
EDUCATION  
CENTER**  
5928 SW 53<sup>rd</sup> Street  
Topeka, KS 66610-9451  
(785) 339-4000  
(785) 339-4025 (Fax)  
www.usd437.net



**Dr. Brenda S. Dietrich**  
Superintendent  
**Steve Johnston**  
Associate Superintendent  
**Dr. Ann L. Elliott**  
Director of Student Services  
**Dr. Dennis R. Johnson**  
Director of Support Services  
**Keith A. Love, CPA**  
Director of Business Services  
**Bruce Petersen**  
Director of Human Resources

Dear Applicant:

Thank you for your recent inquiry concerning employment in the Auburn-Washburn School District. We appreciate your interest in applying for a certified position in USD 437.

The enclosed application form should be completed and returned at your earliest convenience. If a deadline has been established, please submit all application materials by the deadline.

In addition, we require the following items to complete the application process:

1. Current college credential file with recent references included or three letters of reference
2. Copy of transcripts (Official transcripts will be required if employed)
3. A copy of your Kansas teaching certificate

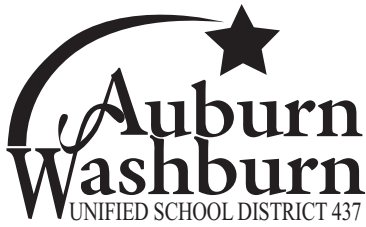
It is your responsibility to ensure that the above information is received in the Human Resources Department by the applicable deadline. Please call Kay Voigt, Human Resources Office (785-339-4051) at least one week before the application deadline to verify your application file is complete.

***The completed application will remain in the active file for one year. If you want your application to stay active beyond this date you must indicate your interest by letter to the Human Resources Office.***

Thank you for your interest in the Auburn-Washburn School District. Please do not hesitate to contact us if we can be of further service.

Bruce Petersen  
Human Resources Director

Enclosures



**CERTIFIED PERSONNEL APPLICATION**

**AUBURN WASHBURN SCHOOL DISTRICT**  
**UNIFIED SCHOOL DISTRICT #437**  
**5928 SW 53<sup>rd</sup> STREET TOPEKA, KANSAS 66610-9451**  
**TELEPHONE: (785) 339-4051 FAX: (785) 339-4025**

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

**INSTRUCTIONS:** Please read the application for employment carefully and answer every question in full. If you cannot answer or do not understand any part of this application notify the Education Division immediately. If you need additional space to complete an answer, please attach additional sheets containing the information to this application. In addition, to the information required below, please provide any other information you think would be helpful to us in considering you for employment. Please exclude any and all information indicative of age, sex, race, religion, color, national origin, and handicap.

Note: Any false statement or omission may disqualify an applicant from further consideration for employment and may be considered justification for immediate dismissal, if discovered at a later date.

**PLEASE PRINT**

Last Name	First Name	Middle Name	Date of Application
Present Address: Number	Street	City	State Zip Code Telephone Number (Include Area Code)
Permanent Address: Number	Street	City	State Zip Code E-Mail Address:

**POSITION DESIRED**

<b>1<sup>st</sup> Choice</b>	<b>2<sup>nd</sup> Choice</b>	<b>3<sup>rd</sup> Choice</b>

**KANSAS CERTIFICATION INFORMATION**

Do you hold a valid Kansas Teaching Certificate? \_\_\_\_\_. If so, provide the following information. Leave the area below blank if you do not have a current Kansas certificate.

Level	Description of Subject	Effective Date	Expiration Date

### EDUCATIONAL AND PROFESSIONAL TRAINING

	Name of School/Institution	Degree or Hours	Date Received		Dates of Attendance	
			Month	Year	From	To
College/Univ.						
College/Univ.						
College/Univ.						
College/Univ.						

### STUDENT TEACHING

Name of District School, City, and State	Grades or Subjects Taught	Inclusive Dates	
		Month/Year	Month/Year

### PROFESSIONAL EXPERIENCE\*

Starting with the most recent year, list years of regularly employed teaching or administrative experience, including partial years. Do not list paraprofessional positions, substitute teaching, graduate teaching assistantships, coaching positions, etc.

<b>Professional Experience</b>					
<b>1</b>	Employer	Dates Employed		Job Duties and Responsibilities	
		From	To		
	Address				
	Telephone				
	Job Title	Supervisor			
Reason for Leaving					
<b>2</b>	Employer	Dates Employed		Job Duties and Responsibilities	
		From	To		
	Address				
	Telephone				
	Job Title	Supervisor			
Reason for Leaving					
<b>3</b>	Employer	Dates Employed		Job Duties and Responsibilities	
		From	To		
	Address				
	Telephone				
	Job Title	Supervisor			
Reason for Leaving					

**\*Note: Please account for all time. If additional space is needed, please attach separate pages to this application.**

Experience Other Than Teaching or Administration*				
<b>1</b>	Employer	Dates Employed		Job Duties and Responsibilities
		From	To	
	Address			
	Telephone			
	Job Title		Supervisor	
Reason for Leaving				
<b>2</b>	Employer	Dates Employed		Job Duties and Responsibilities
		From	To	
	Address			
	Telephone			
	Job Title		Supervisor	
Reason for Leaving				
<b>3</b>	Employer	Dates Employed		Job Duties and Responsibilities
		From	To	
	Address			
	Telephone			
	Job Title		Supervisor	
Reason for Leaving				

**\*Note: Please account for all time. If additional space is needed, please attach separate pages to this application.**

What student activities are you able and willing to sponsor? (e.g. coaching, pep club)

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

What collegiate honors and awards have you received?

---



---

In what collegiate activities have you participated?

---



---

## REFERENCES

List only those qualified to pass judgment on your qualifications for the positions you seek. Persons who have knowledge of your classroom work as a teacher, administrator, or as a student in college are considered qualified references (i.e., cooperating teacher, college supervisor, principal, superintendent, department chairperson) Please list references even though they may be included in credentials.

Name	Title	Address, Telephone (including zip & area code)	Dates (Acquainted With Your Work)

Name, address, and work telephone number of present principal or immediate supervisor.

Name	Address(including city, state, and zip code)	Telephone Number

### GENERAL INFORMATION

(Please circle YES or NO)

Have you ever applied here before?      Yes      No      If yes, when? \_\_\_\_\_

Have you ever worked here before?      Yes      No      If yes, when? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you a United States citizen or authorized to work in the United States?      Yes      No

(You will be required to produce documentation to establish your identity and your authorization to work in the United States)

Are you presently on lay-off and subject to recall?      Yes      No

Has any of the following happened to you in the last ten (10) years?      Yes      No

- Fired from job
- Quit a job after being told you would be fired
- Left a job by mutual agreement following allegations of misconduct
- Left a job by mutual agreement following allegations of unsatisfactory performance
- Left a job for other reasons under unfavorable circumstances

**Explain the reason your employment was ended. Use a separate sheet of paper.**

Do you possess any other experience, skills, or qualifications, which you feel, would be especially useful for work with the Auburn-Washburn School District?      Yes      No

If yes, provide details: \_\_\_\_\_

### BACKGROUND CHECK

All persons employed by Auburn-Washburn School District are required to submit to a background check, including fingerprinting. Please provide the following information unless it has been officially annulled, expunged, or sealed by a court:

Have you ever been convicted of a felony?                      Yes              No

If yes, provide full details: \_\_\_\_\_

Have you ever been imprisoned for a felony conviction?    Yes              No

If yes, where and when? \_\_\_\_\_

Have you been convicted of a misdemeanor, within the past five (5) years with the exception of a first conviction for drunkenness and speeding, and/or minor traffic violations?                      Yes              No

If yes, provide full details: \_\_\_\_\_

### APPLICANT JOB APPLICATION ACKNOWLEDGMENTS

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you.

I authorize you to request, receive, and verify all information given on this application and I release you from all liability for any damages that may result from your doing so.

I understand that if I am offered employment, a medical examination is required as a condition of employment.

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

\_\_\_\_\_  
Date

### ADDITIONAL INFORMATION

Using a separate sheet of paper, please provide a typewritten response to the following.

- a) What do you think are the most critical issues facing educators today, and what can you do to make a difference?

To complete this application please send:

1. Letter of Interest – Why you are interested in a position in USD 437
2. Completed application (Official transcripts will be required upon employment)
3. Three letters of reference
4. Resume
5. Copy of current teaching/administrative certificate
6. You may include additional information which you feel further supports your candidacy

#### Return to:

Certified Personnel  
Auburn-Washburn USD 437  
5928 SW 53<sup>rd</sup> Street  
Topeka, KS 66610  
(785) 339-4037  
Fax: (785) 339-4025  
e-mail: [voigtkat@usd437.net](mailto:voigtkat@usd437.net)