

# Hamilton Community Schools

903 SOUTH WAYNE STREET HAMILTON, IN 46742

PHONE (260) 488-2513

FAX (260) 488-2348



## APPLICATION FOR CERTIFIED STAFF

**PLEASE FILL OUT ALL BLANKS WITH COMPLETE, DETAILED INFORMATION. Prior to being interviewed, your application must include a copy of your transcript(s). You are encouraged to attach a vita sheet. Those applications who desire or believe they will need more accommodations to participate in the application and interview process should contact the Office of the Superintendent at the above address and telephone number.**

Name in full (Print) \_\_\_\_\_ Date of Application \_\_\_\_\_  
  First                        Middle                        Last

Permanent Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
  Street                City                State                Zip  (include area code)

**POSITION BEING SOUGHT**  
**FOR ELEMENTARY POSITIONS ONLY:**  
(Number in order of preference)

|                                       |  |                                      |                              |
|---------------------------------------|--|--------------------------------------|------------------------------|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Middle School | <input type="checkbox"/> High School | List Major Teaching Area(s): |
| <input type="checkbox"/> Grade 1      | <input type="checkbox"/> Grade 7       | <input type="checkbox"/> Grade 9     | _____                        |
| <input type="checkbox"/> Grade 2      | <input type="checkbox"/> Grade 8       | <input type="checkbox"/> Grade 10    | _____                        |
| <input type="checkbox"/> Grade 3      |  | <input type="checkbox"/> Grade 11    | List Minor Teaching Area(s): |
| <input type="checkbox"/> Grade 4      |  | <input type="checkbox"/> Grade 12    | _____                        |
| <input type="checkbox"/> Grade 5      |  |                                      | _____                        |
| <input type="checkbox"/> Grade 6      |  |                                      |                              |

PLEASE LIST ALL ACTIVITIES YOU ARE QUALIFIED FOR AND WOULD BE WILLING TO COACH/SPONSOR/SUPERVISE:

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| Type of School  | Name and Location of School | Major | Degree | Years Attended | No. of Semester Hours |
|-----------------|-----------------------------|-------|--------|----------------|-----------------------|
| High School     | _____                       |       |        |                |                       |
| College         | _____                       |       |        |                |                       |
| College         | _____                       |       |        |                |                       |
| Graduate School | _____                       |       |        |                |                       |
| Other           | _____                       |       |        |                |                       |

(Applicants should possess a valid Indiana Teaching certificate or be taking necessary steps to establish eligibility for certification)

| Type of Certificate<br>(Elem., Sec., Etc.) | Grade | Date of Issue | Date Expires | Subject/Area Endorsement |
|--|-------|---------------|--------------|--------------------------|
|  |       |               |              |                          |
|  |       |               |              |                          |
|  |       |               |              |                          |
|  |       |               |              |                          |

**TEACHING EXPERIENCE** (including Student Teaching Experience if completed within last three years)

| Name & Location of School<br>(Begin with most recent) | Grade or Subjects | From |     | To  |     | Reason for Leaving |
|---|-------------------|------|-----|-----|-----|--------------------|
|   |                   | Mo.  | Yr. | Mo. | Yr. |                    |
|   |                   |      |     |     |     |                    |
|   |                   |      |     |     |     |                    |
|   |                   |      |     |     |     |                    |
|   |                   |      |     |     |     |                    |

**Military Experience**

Branch of Service \_\_\_\_\_ Rank \_\_\_\_\_

Date of beginning of active service \_\_\_\_\_ Date of separation \_\_\_\_\_

Number of months of active duty \_\_\_\_\_ Type of discharge \_\_\_\_\_

**WORK EXPERIENCE OTHER THAN TEACHING**

|   |                         |                  |                  |                           |
|---|-------------------------|------------------|------------------|---------------------------|
| <b>Name &amp; Location of Company</b><br>(Begin with most recent) | <b>Kind of Business</b> | <b>From</b>      | <b>To</b>        | <b>Reason for Leaving</b> |
|   |                         | <b>Mo.   Yr.</b> | <b>Mo.   Yr.</b> |                           |

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Are you now under contract? \_\_\_\_\_      When are you available for an interview? \_\_\_\_\_

**PERSONAL DATA**

**EXTRA-CURRICULAR ACTIVITIES (clubs, varsity athletics, intramurals, etc.)**

In High School \_\_\_\_\_      In College \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are interested in any further information about you which may distinguish your application. This might include travel, honors, publications, advanced study, participation in special programs, extracurricular activities, and civic or special interests:

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**REFERENCES**

Please list three references, including present and former principals, department heads, or college instructors under whom you have worked. Serious consideration of your application may necessitate our inquiring with one or more of these references. Please indicate a date after which we might make such inquiry.

|             |                 |                  |                        |             |
|-------------|-----------------|------------------|------------------------|-------------|
| <b>Name</b> | <b>Position</b> | <b>Phone No.</b> | <b>Present Address</b> | <b>Date</b> |
|-------------|-----------------|------------------|------------------------|-------------|

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\*Applications remain on active file for one year. Renewal of the application is the responsibility of the applicant and can be accomplished by forwarding a written notice.

**AUTOBIOGRAPHICAL STATEMENT (IMPORTANT)**

Please provide a full statement concerning your background and experience focusing particularly upon your qualification for teaching, extracurricular sponsorship, your cultural and vocational interests, and any unique qualifications which may distinguish you from candidates with otherwise similar qualifications. (Attach additional sheets if needed.)

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**AGREEMENT**

I certify that the information given on this application is true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release my employers, schools or persons from all liability on account of their responses to inquiries made in connection with my application herein.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of **THE HAMILTON COMMUNITY SCHOOLS CORPORATION.**

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Signature of Applicant

Date