

## ***TEACHER SELECTION PROCESS***

Box Elder County School District is committed to fairness in the selection of professional educators. All applicants for positions in the district will be given careful consideration. Box Elder School District is an Equal Opportunity Employer. This information sheet is designed to help applicants be informed about the teacher selection process in Box Elder School District. We welcome your applications and appreciate your interest in Box Elder School District.

### ***FIRST LEVEL --INITIAL SCREENING (PERSONNEL OFFICE)***

- A. Applications will be examined for completeness, transcript of credits, GPA, courses related to subject matter competency, letters of recommendation, and student teaching evaluations.
- B. Applicants will be screened by the Personnel Director or district representative.
- C. Secondary interviews will be held only when openings occur.
- D. Elementary interviews will be held on a regular basis as needs dictate.

### ***SECOND LEVEL -- DISTRICT POOL CREATED***

- A. Applicants receiving an acceptable cumulative score from the initial interview will become part of a specific candidate pool.
- B. Telephone interviews of references, administrators, supervisors, or cooperating teachers will be conducted to further evaluate applicants.
- C. Your application materials will remain active with our personnel office through December of this year. If you desire continued employment consideration, it will be your responsibility to update your file for the successive calendar year. We ask that you call our office in January to let us know that you are still actively seeking a position. Contact Jan at (435) 734-4800. If you do not update your file, the complete file will be destroyed.

### ***THIRD LEVEL -- SCHOOL INTERVIEW***

- A. A selected few finalists from the pool will be interviewed in the schools by principals and members of the selection committee when openings occur.
- B. Evaluations from the school interviews will be submitted to the district personnel office with a recommendation for hiring.
- C. The Administrative Assistant/Personnel or designee will make the final selection based on prior interviews, dates, and recommendations.
- D. All contracts are subject to approval of the Board of Education.
- E. All applicants who are interviewed at a school will be notified by letter of the results of that interview.

All vacancies, as well as hiring procedures will be posted on the Box Elder School District web page:  
***[www.boxelder.k12.ut.us/personnel](http://www.boxelder.k12.ut.us/personnel)***

**Box ELDER SCHOOL DISTRICT**

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_ DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

**CERTIFICATION:** Valid Utah Teaching Certificate now held:
 Elementary
                         
  Secondary
                         
  Other
                         
  None

Endorsements: \_\_\_\_\_ Expiration date: \_\_\_\_\_

If none, have you now or will you soon apply for Utah certification?

 Yes
                         
  No
                         
 Date of Application: \_\_\_\_\_

Type of Certificate applied for: \_\_\_\_\_ Endorsements: \_\_\_\_\_

**POSITION DESIRED:** Grade Level Choices: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Subjects Preferred: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**PLACEMENT FILE:** University where placement file is located: \_\_\_\_\_

Under what name? \_\_\_\_\_ (We require that you have your placement file sent to us.)

**TEACHING INFORMATION:**1. Are you presently employed by this district? Yes  No 2. Are you a past employee of this district? Yes  No 

If yes, give dates of employment: \_\_\_\_\_ Name then: \_\_\_\_\_

3. Are you a relative of an employee of this school district, or a relative of a member of the district Board of Education? Yes  No 

If yes, to whom and what relationship? \_\_\_\_\_

4. Have you ever applied for employment and been interviewed with this district? Yes  No 5. Are you currently under contract with another school district? Yes  No 

If yes, reason for seeking a change: \_\_\_\_\_

6. Have you ever been dismissed or denied a "return contract"? Yes  No **QUALIFICATION/ACTIVITY INFORMATION:**

1. If required as an essential function of the position, list extracurricular activities for which you qualify: \_\_\_\_\_

2. List special qualifications or abilities:

3. Other than English, what language(s) do you speak? \_\_\_\_\_

Are you endorsed to teach this language? Yes  No

**PREPARATION FOR TEACHING:**

1. Education (begin with High School):

Name & Location of Institution	Dates Attended	Degree	Major	Minor

2. Student Teaching:

District	School	City & State	Grades/Subjects	Dates

3. Additional Course Work: \_\_\_\_\_

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**TEACHING EXPERIENCE:** (Contract Teaching Only):

District	School	City & State	Grades/Subjects	Dates

**EMPLOYMENT EXPERIENCE OTHER THAN TEACHING:**

Employer	Location	Kind of Work Performed	Dates

**VOLUNTEER/PUBLIC SERVICE EXPERIENCE:** \_\_\_\_\_

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**REFERENCES** (References included in your placement file need not be listed. Include only those who have knowledge of your teaching experience -- teachers, principals, superintendents.): \_\_\_\_\_

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**PERSONAL INFORMATION -- REQUIRED**

Are you a U.S. Citizen? Yes No  
If no, are you eligible to work in the United States? Yes No  
Military Services Dates:  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Do you claim Veteran's Preference? Yes No  
If yes, include a copy of separation form.

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a police agency. A "yes" answer does not automatically disqualify an applicant. Each application will be reviewed individually.

Have you ever been convicted of:

- A. A sex-related crime which involved force or minors?  Yes  No
- B. A crime involving violence or threat of violence?  Yes  No
- C. A crime involving drugs or alcoholic beverages?  Yes  No
- D. Any other conviction other than a minor traffic violation?  Yes  No

If you answered YES to any of the above questions, please explain: \_\_\_\_\_

Have you ever been convicted, plead guilty, plead no contest, or sentenced for any other offense?  
 Yes  No If yes, please indicate the charge and disposition: \_\_\_\_\_

If you are presently charged or under indictment for a criminal offense, upon a finding or a plea of guilty you shall provide that information to the school district.

Did you undergo a background records check (including fingerprinting) as a part of your certification?  Yes  No

In accordance with Utah state law, this school district may conduct a criminal background check and my signature below indicates I hereby waive any rights to a written notice of such.

I hereby certify that the above information is true, accurate, and complete to the best of my knowledge and belief. (Any misrepresentation or omission of fact shall be sufficient cause for disqualification of this application or termination of employment.) Furthermore, I understand that this application and records become the property of the Box Elder School District. I understand the Box Elder School District reserves the right to accept or reject this application. I further agree to observe all rules, regulations, and policies of Box Elder School District. I hereby authorize Box Elder School District to conduct work history, personal reference, and police record inquiries to determine my acceptability for employment. I further understand that if employed, the employment is temporary pending completion of all required documents and the outcome of history and background investigations. Since references are for my benefit, I do hereby release those furnishing information concerning me from any liability for damage of any nature as a result of furnishing such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_