

Unified School District 268
CHENEY UNIFIED SCHOOL DISTRICT
Cheney, KS 67025

Application for Teacher

Message to the Candidate:

Thank you for your interest in our school district. In order to be considered an applicant for a certified staff position, a completed application profile must be on file at the Cheney USD 268 District Office. A completed application profile consists of the following information:

1. Letter of interest
2. A completed application form
3. A resume attached to the application
4. At least five current letters of reference
5. Transcripts for all college coursework (Non-official is fine. We will need official if hired.)
6. A copy of appropriate certification when available

Mail all application information to: Superintendent of Schools
Cheney USD 268 District Office
100 W. 6th Ave.
Cheney, KS 67025

Or, you may email your application information to: Kelly Walters at
kwalters@usd268.org

Maintaining Current Application: Applications will remain current and "on file" from October 1 to September 30 of the following year. Applicants desiring to reactivate their application after October 1 may do so by contacting the District Office either orally or in writing.

Interview Process: A personal interview is required for employment. Recruiting interviews are sometimes completed on college campuses (check with college placement bureaus in your area). When desired, Cheney USD 268 Administrators will schedule onsite interviews after reviewing completed application profiles (application form, resume, credentials, transcripts, and teaching certificate). Applicants invited to interview for teaching positions will be requested to provide a portfolio (e.g., unit plans, teaching artifacts, videotaped instruction) of their teaching.

Certification Process: Individuals must assume responsibility for obtaining and renewing required certification. Certificates must be registered with the board clerk upon employment. Information about Kansas certification requirements may be obtained from the Director of Certification, Kansas State Board of Education, 900 SW Jackson, Suite 106, Topeka, KS 66612, 785-296-2288.

Salary Schedule: Teachers are placed on the district's salary schedule based on formal education and experience. The exact placement is determined by the Cheney USD 268 Board of Education.

Equal Opportunity Employer: Cheney USD 268 complies with nondiscriminatory practices in all educational programs, activities, and employment procedures, and will not discriminate against any person because of ethnicity, gender, age, religion, color, national origin, or disability.

Cheney USD 268
100 W. 6th St.
Cheney, KS 67025

316-542-3512 (voice)
316-542-0326 (fax)

Application for
Certified Teacher Position

Applicant for These Positions

<input type="checkbox"/> Primary Teacher (K-2)	<input type="checkbox"/> Regular Education
<input type="checkbox"/> Intermediate Teacher (3-5)	<input type="checkbox"/> Special Education
<input type="checkbox"/> Middle School Teacher (6-8)	
<input type="checkbox"/> High School Teacher (9-12)	
<input type="checkbox"/> Counselor	<input type="checkbox"/> Full Time Position
<input type="checkbox"/> Administrator	<input type="checkbox"/> Part Time Position
<input type="checkbox"/> Other (specify)	

Check all appropriate blanks

Date of Application ____/____/____

Print or Type This Application

➤ **Personal Information**

Name _____
Last First Middle

Current Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Telephone: () _____ Social Security Number _____

➤ **Positions Applied for in Order of Preference**

Position (Grade Levels and Curriculum Areas)

Years Experience in Similar Positions

1. _____
2. _____
3. _____

➤ **Kansas Teaching Certification** (Copy information directly from certificate)
Completing this section is not required if a copy of your certificate is attached.

Do you hold a valid Kansas teaching certificate? ☐ Yes ☐ No

If no, what is the status of your application for a certificate? _____

Grade Level	Endorsement	Description of Subject	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

➤ **Formal Education** (List formal education beginning with high school education)

Completing this section is not required if all requested information is provided in your attached resume

Name of School	Location	Dates Attended From To	Semester Credits	Major	Degree or Diploma
High School:		-			
Undergraduate:		-			
		-			
		-			
Graduate:		-			
		-			
		-			

➤ **Student Teaching and Other Field-Based Experiences** (List most recent experience first)

Completing this section is not required if all requested information is provided in your attached resume.

Dates From To	School (Name, City, and State)	Description of Teaching Experience	Grade Levels and Curriculum Areas Taught	Total Weeks	Supervising Teacher Name & Phone
-					
-					
-					

➤ **Teaching and Related Educational Experience** (List most recent experience first)

Completing this section is not required if all requested information is provided in your attached resume.

Dates From To	School (Name, City, and State)	Grade Level & Curriculum Taught	Total Years	Full or Part-Time	Ending Salary	Supervisor Name & Phone
-						
-						
-						
-						
-						

➤ **Work Experience Other than Teaching** (List most recent experience first)

Completing this section is not required if all requested information is provided in your attached resume.

Dates From To	Description of Work Experience	Location (City and State)	Supervisor Name & Phone

- **Professional References** (List at least four persons, including current supervisors, who have direct knowledge of your performance, character, and scholarship.

Name	Title or Position	Complete Mailing Address	Work Phone	Home Phone
			- -	- -
			- -	- -
			- -	- -
			- -	- -

- **Personal References** (List three persons who have direct knowledge of your personality, character, scholarship, and interpersonal and intrapersonal skills.

Name	Title or Position	Complete Mailing Address	Work Phone	Home Phone
			- -	- -
			- -	- -
			- -	- -
			- -	- -

- **Areas of Considerable Experience and Training**

Based on your experience and training, list any areas related to the learning process (curriculum, assessment, and instruction) you feel qualified to model for, and teach to, other teachers?

List any professional accomplishments or recognition received you consider personally significant.

➤ **Additional Information Requested**

Date available for employment _____ Are you currently under contract? ____Yes ____ No
Are you willing to come to Cheney for an interview at your expense? ____Yes ____ No
Have you applied previously to Cheney USD 268? ____Yes ____ No
Have you taken the National Teacher Exam? ____Not Required ____Yes (date passed____) ____No
College or university where your credentials are on file _____

➤ **Additional Teaching and Coaching Responsibilities**

Check any of the following student activities for which you might be willing and able to sponsor, direct, coach, or manage.

____Basketball	____Football	____Student Council
____Baseball	____Forensics/Dramatics	____Student Publications
____Cheerleaders	____Golf	____Track
____Class Sponsor	____National Honor Society	____Volleyball
____Club (Specify)	____Pep Club	____Wrestling
____Cross Country	____Scholars Bowl	____Other
____Dance	____Softball	
____Debate		

➤ **Personal Statement** (In your own handwriting and in the space provided)

Summarize your future aspirations as an educator, as well as your philosophy of education relative to the position for which you are applying. Add any additional information which will give a more complete picture of your background, training, work experiences, character, interests, and abilities.

AGREEMENT

My signature affirms that all information included in this application is accurate, truthful, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and record become the property of Cheney USD 268. I further agree to observe all rules, regulations, and policies of Cheney USD 268 now in force and effect or as they may change during my employment, if I am employed by the district.

In addition, I hereby authorize Cheney USD 268 to conduct work history, personal reference, and police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date