

**CENTRAL CITY PUBLIC SCHOOLS**  
**1711 15<sup>TH</sup> AVENUE**  
**PO BOX 0057**  
**CENTRAL CITY, NE 68826-0057**

**Please read the application packet carefully in order to be informed about the employment process in the Central City Public Schools.**

## APPLICATION FOR TEACHING POSITIONS

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_

Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

**NEBRASKA TEACHING CERTIFICATE: Enclose photocopy of current teaching certificate.**

Type \_\_\_\_\_ Rank \_\_\_\_\_ Level \_\_\_\_\_ Expiration date \_\_\_\_\_

Endorsements: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**TEACHING EXPERIENCE – Include the last six employers: (in reverse chronology)**

Years Taught	No. of Mos.	Position (Teacher, Principal, Supervisor)	Name and Mailing Address of School	Grades or Subject	*Full or Part Time	Reason For Leaving
____ - ____						
20__ - 20__						
20__ - 20__						
19__ - 19__						
19__ - 19__						
19__ - 19__						

\*Use F for full time  
 .5 for half time, etc

Total number of years of teaching experience \_\_\_\_\_

**WORK EXPERIENCE:**

Please complete the following section if there is a break in your teaching experience or if you do not have teaching experience.

From Mo/Yr	To Mo/Yr	Employer/ Address/Phone No.	Job Title	Supervisor	Reason for Leaving

**PROFESSIONAL PREPARATION:** List the pre-student teaching experiences and other experiences you have had working with children or young people (Example: NUSTEP, tutoring, teacher aiding, swimming instructor, scouting, church, etc.)

Please check items involving experience and/or exposure in working with minorities.

Check	Type of Experience	Where	Dates

**Student Teaching:**

From Mo. Yr.	To Mo. Yr.	School	Location	State	Grade and/or Subject

Name of Cooperating Teacher \_\_\_\_\_

From Mo. Yr.	To Mo. Yr.	School	Location	State	Grade and/or Subject

Name of Cooperating Teacher \_\_\_\_\_

**College Work Resulting in Degree**

Name of Institution	Major	Hours	Minor	Hours	Year Graduated	Degree

Undergraduate Grade Point Average \_\_\_\_\_ (4.0 scale)

Graduate Grade Point Average \_\_\_\_\_ (4.0 scale)

**Special Training Not Included in Degree Work Above**

Name of Institution	Years Attended	Subjects	Credit Earned	Time in Years

List involvement in organizations and activities in high school, college, and community. Include awards, offices held, etc.

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List the training or experience you have had with Instructional Theory into Practice (ITIPS).

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**CREDENTIALS AND REFERENCES:**

Request your college or university placement office to submit your credentials/transcripts to our office.

**REFERENCES:**

List below names and addresses of persons who are qualified to answer concerning your qualifications for the position you seek. Include supervisors, principals, and superintendents under whom you have taught in the past 15 years. If you have not taught previously, include the names of cooperating teachers, college or university supervisors, and building principals who have been associated with your student teaching. Indicate with an (\*) any reference listed which is included in your credentials.

Name	Position	Complete Mailing Address Required (Include Zip Codes)	Phone Number

**PERSONAL DATA:**

Have you ever been convicted of a felony? Yes\_\_\_\_\_ No\_\_\_\_\_

**Information provided by you in this part WILL NOT automatically bar you from employment with Central City Public Schools, but will be considered in view of all relevant circumstances.**

If yes, please provide details including the type of crime, court indicted in, and date of conviction.

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Are you currently employed? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, \_\_\_\_\_  
Employer's name, address, and zip code

Date available to work with Central City Public Schools: \_\_\_\_\_

If you have ever been employed by the Central City Public Schools in any capacity, what was the position and when were you employed?

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My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, and other appropriate sources. I waive my right of access to any such information or any liability with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsification or misrepresentation made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

\_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_

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

**EOE/AA**

The Central City Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquires regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

*Central City Superintendent  
1711 15<sup>th</sup> Avenue  
Central City, NE 68826*

If parents, employees, and students do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office of Civil Rights at the address listed below:

*Office of Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
(816)823-1404; TDD 800-437-0833*

**New U.S. Department of Education Race and Ethnicity Data Standards**

**DATA COLLECTION FORM**

**Name:** \_\_\_\_\_

**INSTRUCTIONS:** This form is to be filled out and both questions must be answered.

Part A asks about the staff's ethnicity and Part B asks about the staff's race. If you decline to respond to either question, the school district is required to provide the missing information by observer identification.

**Part A. Is this staff member Hispanic/Latino?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Choose only one.**

**No, not Hispanic/Latino**

**Yes, Hispanic/Latino**

**Part B. What is the staff member's race? Choose one or more.**

**American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)

**Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

**Black or African American** (A person having origins in any of the black racial groups of Africa.)

**Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

**White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

**Check the box that applies to the form completion:**

**Staff Self Identification**

**Observer Identification**

**Central City Public Schools**

**1711 15<sup>th</sup> Avenue**

**P O Box 57**

**Central City, Nebraska 68826-0057**

**308-946-3055**

# ONE SOURCE

THE BACKGROUND CHECK COMPANY

P.O. Box 24148 Omaha, NE 68124  
(P) 800.608.3645 • (P) 402.933.9999 • (F) 402.333.3280

## APPLICANT RELEASE AUTHORIZATION

In connection with my application for employment, I understand that an investigative consumer report may be requested that will include information as to my character, work habits, performance and experience, along with reason for termination and employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: worker's compensation injuries, driving record, court record, education, credentials and references.

Medical and worker's compensation information will only be requested with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information. I acknowledge that facsimile (FAX), photographic copy or email shall be as valid as the original.

*I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by One Source, The Background Check Company or its agent, to furnish the information described above. I understand that in the event a negative hiring decision is made based upon the results of my background check, a report will be furnished to me upon my request.*

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

### PERSONAL INFORMATION (PLEASE PRINT)

(Please Print) LAST NAME: FIRST NAME: MIDDLE INITIAL (REQUIRED)

OTHER LEGAL NAMES YOU HAVE USED, INCLUDING MAIDEN NAME(S):

HOME ADDRESS: CITY: STATE: ZIP CODE

SOCIAL SECURITY NUMBER DATE OF BIRTH (REQUIRED)

DRIVERS LICENSE # STATE OF ISSUE NAME AS IT APPEARS ON LICENSE

OTHER ADDRESSES IF LESS THAN 7 YEARS AT HOME ADDRESS:  
(USE BACK OF SHEET FOR ADDITIONAL ADDRESSES)

ADDRESS: CITY: STATE: ZIP CODE:

ADDRESS: CITY: STATE: ZIP CODE:

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE

SIGNATURE OF APPLICANT:

NAME OF APPLICANT (PLEASE PRINT):

DATE:



**INSTRUCTIONS**

I hereby authorize the following information request from the Nebraska Adult Central Registry and/or the Nebraska Child Abuse and Neglect Central Register, which is maintained by the Division of Children and Family Services. Agencies agree to use the information to determine whether to hire or retain the individual to provide care, custody, treatment, transportation or supervision of children or vulnerable adults

**All designated fields must be completed or the request will be returned and not processed.** If this document is not typed, all information must be clearly printed and legible.

**AUTHORIZATION**

I authorize the Division of Children and Family Services to conduct the following type(s) of checks:

- Adult Protective Services Central Registry       Child Protective Services Central Register

**TYPE OF CHECK**

Select only one:

- Agency Requested Check       Self Check

Is this a request for an Adoption?       Yes       No

**AGENCY INFORMATION:** This section must be completed if this is an agency request.

Agency ID Number	Agency Name
<input type="text"/>	<input type="text"/>

**APPLICANT INFORMATION**

First, Middle, Last Name

Date of Birth	Age	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Address

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address (CFS will use this email as the primary method of contact)

Other names previously used such as former married names, maiden name and nick names used during the past 20 years

First, Middle, Last Name

Empty text box for name entry.

Names and birthdates of your children and children who lived with you

Empty text box for children information.

All previous addresses at which you have resided during the past 20 years (minimum City & State):

Empty text box for address history.

**SIGNATURES & DATES**

This signature authorizes the Division of Children and Family Services to conduct the background checks indicated and to release that information to myself or the designated agency. **This authorization is valid for a period of 6 months from the date of signature.** Legal guardian signature is required if the applicant is less than 19 years of age.

Signature of Applicant

Date

Signature of Applicant's Legal Guardian (Note: this signature is necessary only if applicant is less than 19 years of age).

Date

**SELF CHECK**

Notary is required for Self-Check only.

Seal of Notary

Notary Public

**AGENCY CHECK**

The undersigned Agency employee hereby certifies that he or she has verified the identify of the applicant by examining the applicant's identification documents.

Agency Employee Signature

Agency ID Number

Date