

**Northwest Wyoming Board of Cooperative Educational Services**

410 North Miller Avenue  
Gillette, Wyoming 82716

(307) 682-0231 – Voice  
(307) 686-7628 – Fax

**CERTIFIED APPLICATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ U.S. CITIZEN: Yes \_\_\_\_\_ No \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

**PROFESSIONAL INTEREST**

Areas and specific fields for which you are endorsed/trained:

1. \_\_\_\_\_

2. \_\_\_\_\_

Describe any special study, workshops, seminars, etc., which add to your professional effectiveness:

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	DATES INCLUSIVE	DEGREE OR DIPLOMA	DATE OF DEGREE OR DIPLOMA

**GRADE POINT AVERAGE: Undergraduate: \_\_\_\_\_ Graduate: \_\_\_\_\_**

**EXPERIENCE – Please list most recent employer first**

Job Title \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Ending salary rate (optional) \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Job Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Job Title \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Ending salary rate (optional) \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Job Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Ending salary rate (optional) \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Job Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS – Exclude those which may disclose your race, color, religion, or national origin.**

**QUESTIONS - Please answer, in your own handwriting the following questions on a separate piece of paper and attach to this application:**

1. Why would you be an effective Head Teacher?
2. What do you feel are your greatest professional strengths?
3. Describe at least two positive contributions you have made in your last position.

**NOTICE:** Employment will be based on the following procedures unless otherwise noted in the vacancy listing:

1. Preliminary screening of applicants will be based on candidate's ability to meet job description requirements as evidenced by completed application, letters of reference, responses to questions and any other data deemed relevant. Additional supporting job-related information may be submitted by the applicant. (Application materials received at the N.E.W. BOCES office more than 5 days after the application deadline will not be accepted.)
2. Additional data may be requested from the candidate or from references after step one.
3. Finalists will be invited to a personal interview.
4. Offer of Employment will be made following interviews.
5. It is the applicant's responsibility to check on progress of their application.

N.E.W. BOCES does not discriminate in hiring personnel or in the amount of compensation because of race, creed, color, religion, nationality, sex, handicapping condition, or age.

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I hereby declare that my name does not appear on a child abuse/neglect registry in Wyoming or any other state and I have not been convicted of a felony, public indecency, or violation of any state or federal Controlled Substance Acts. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain a reference report from my current and former employers, and others who are acquainted with my abilities, and I hold them harmless from liability with regard to the information they provide in such written and/or verbal reports. These reports, if obtained, may include information as to my character, general reputation, personal characteristics and mode of living. I further acknowledge that N.E.W. BOCES may, at its discretion, make inquiries of law enforcement agencies, the department of motor vehicles and educational institutions as well as initiate investigations by private persons for the purpose of verifying information and the giving and receiving of any information requested by N.E.W. BOCES as part of such inquiry and investigation. I understand I have the right to make a written request within 90 days of my application to receive information about the nature and scope of any such investigation.

Additionally, I give my permission for N.E.W. BOCES administration and/or members of the selection team to examine any and all information and personal records affecting my application.

I am willing to secure a physical examination, if required by the N.E.W. BOCES.

This application for employment shall be considered active for a period of 12 months, after which it shall be deleted from N.E.W. BOCES files. The application may be extended for a period of one year upon written request. After that, a new application must be submitted.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR EMPLOYER'S USE ONLY**

<b>REFERENCE CHECK</b>		<b>PERSON CONTACTED</b>	<b>RESULTS/COMMENTS</b>
	<b>1</b>		
	<b>2</b>		
	<b>3</b>		

Reference check questionnaires/attachments may be substituted.

<b>Application Materials</b>	<b>ITEM</b>	<b>CHECK</b>	<b>ITEM</b>	<b>CHECK</b>
	Letter of Application		College/University Credentials or 3 Letters of Reference	
	Responses to Questions		College/University Transcript	
	Signed Application Form		Resume	

<b>INTERVIEWER</b>		
	Signature/Date	Signature/Date
	Signature/Date	Signature/Date