

# CRETE PUBLIC SCHOOLS

Office of the Superintendent  
920 Linden Avenue  
Crete, Nebraska 68333

## **INFORMATION SHEET ON THE APPLICATION PROCESS FOR CERTIFIED POSITIONS**

### **♦ Introduction of Application Process**

When applying for a position with the Crete Public Schools, an applicant must take the following steps to complete the application process:

1. Submit a letter of application.
2. Forward a university placement file of credentials. (This is an applicant's responsibility. The Crete Public Schools will not request credentials be forwarded.)
3. Send transcripts of undergraduate and graduate coursework.
4. Completed Crete Public Schools Application Form.

An applicant may include any other relevant materials with an application. A resume, for example, is always an asset to an applicant's file. If a placement file has not been recently updated, then it will be desirable to forward recent letters of reference.

### **♦ Screening Applications**

Building Administrators will review all applications of candidates who qualify for a vacant position. All candidates will be required to complete an insight questionnaire prior to any interviews. Information on completing this questionnaire will be forwarded to candidates upon expressing interest in a position or upon receiving a completed application. After an initial screening of all candidates, a list of applicants will be selected and invited for a personal interview.

### **♦ Interviewing Process**

Candidates will be contacted for an interview by phone. Please allow ample time for the interview process. Candidates will be interviewed by a selection team and/or the building principal. If possible, candidates will have an opportunity to visit with some members of the staff and tour the building site. Once all interviews for a position have been completed, the building principal will submit his/her first and second preferences to the superintendent. The final recommendation to offer the position is made by the Superintendent of Schools to the Board of Education.

### **♦ Offering a Contract**

A preliminary offer of a teaching or administrative contract may be made before the Board of Education gives final approval. Any candidate offered a position will have a criminal background check conducted by the district as specified on the application. Any false information on the application will immediately nullify any offer made by school district personnel. Once a contract has been offered and accepted by a successful candidate, all other candidates who were interviewed for a position will be notified that the position has been filled.

### **♦ Active Status for Applications**

Once the application process has been completed, all applicants' applications will be kept on file for six months. An applicant may remove an application from future consideration by notifying the District of no further interest in any future openings.

# CRETE PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT  
920 Linden Avenue  
Crete, Nebraska 68333  
(402) 826-5855 or Toll Free 877-826-1011

## APPLICATION FORM FOR CERTIFIED EMPLOYEES

### APPLICATION OF

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Last Name	First	Middle	Social Security Number
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Present Address	City-State	Zip Code
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Phone	E-mail
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Permanent Address	City-State	Zip Code
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Phone

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Date

**FOR PROFESSIONAL POSITION OF**  
**(Indicate grades, subjects, or assignments in order of preference)**

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The applicant should exercise the greatest care in completing this form. An applicant must hold valid Nebraska Certificate or show evidence that one can be issued prior to the beginning of the school term. All applicants for a teaching position must meet the requirements of the North Central Association and Nebraska Accreditation.

## DATA

Present Salary? \_\_\_\_\_

Are you now under contract? \_\_\_\_\_ Where? \_\_\_\_\_

Can you obtain a release? \_\_\_\_\_

When could you begin work with the Crete School District \_\_\_\_\_

**REFERENCES:** These should be persons qualified to give information to show your fitness for the position you seek. Experienced candidates should include superintendents and principals.

Name	Address and Telephone Number	Position
1.		
2.		
3.		
4.		

## PROFESSIONAL PREPARATION

Name of school and location, (include high school, college, and graduate work)	Dates	Semester Hours Credit	Degree Or Diploma	Major Subjects	Minor Subjects
High School					

### EXPERIENCE

Place of Employment	Inclusive Dates	Nature of Work. Specify grade and/or subject area; special assignments

Reason for leaving last position? \_\_\_\_\_  
 \_\_\_\_\_

If not an Experienced Teacher, Student Teaching Name of School and Location	Dates	Semester Hours Credit	Supervisor	Cooperating Teacher
			Name	Name
			Address	Address

Placement Office from which credentials will be sent: \_\_\_\_\_

### CERTIFICATION

What Nebraska certificate do you now hold or will you be eligible for? (If you hold an out-of-state certificate, please designate which state.

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Have you ever failed to be re-certified? \_\_\_\_\_ Where? \_\_\_\_\_

When? \_\_\_\_\_ If answer is yes, attach a complete statement.

**CRETE PUBLIC SCHOOLS  
BACKGROUND CHECK AUTHORIZATION**

I understand that Crete Public Schools may request an investigative consumer report for purposes related to employment. This report may include information as to my character, reputation, personal characteristics and mode of living. The investigation may include obtaining information from public and private sources about my: criminal history, military record, employment record, volunteer experience record, driving record, workers compensation record, and credit record.

I authorize and give consent to Crete Public Schools to conduct such an investigation, directly or through a third party, at time of application for employment and during the course of employment. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I further authorize and give consent to any person or entity which is requested to provide information to Crete Public Schools or its agent to release and disclose to Crete Public Schools or its agent any and all information or records requested regarding me as described above. I release any person or entity which provides information or records in furtherance of the Authorization from any and all claims or liability for compliance other than for intentionally providing inaccurate or false information.

I understand that the information obtained in the investigation will be held in confidence in accordance with Crete Public Schools guidelines. Medical and workers compensation information will only be requested as part of the investigation and considered in employment decision to the extent permitted by the Americans with Disabilities Act (ADA) and other laws. In the event the investigation is conducted by a third party at Crete Public Schools' request, and a negative employment decision is made based upon the third party's report, I will be accorded my rights under the Fair Credit Reporting Act (e.g., I will be given the contact information for the third party, advised that the third party did not make the employment decision, have a right to a copy of the report from the third party upon request and have a right to dispute the accuracy or completeness of the report).

I consent to the information set forth below and the information provided in my application or my employee file being used for identification purposes in requesting records or information related to the investigation.

\_\_\_\_\_ \_\_\_\_\_  
**Printed** Legal Name of Prospective or Current Employee Birth Date

\_\_\_\_\_ \_\_\_\_\_  
Legal **Signature** of Prospective or Current Employee Date

Other Legal Names Used (Including Maiden): \_\_\_\_\_

A copy (including photocopy or facsimile copy) of this Authorization may be used as an original.

## PERSONAL DISCLOSURE

Respond to **EACH** item. If there is no response to any item, or if the required attachments do not accompany your application, your application **WILL BE REMOVED FROM CONSIDERATION**. Information provided in this disclosure will not automatically bar you from employment but will be considered in the application process.

1. Have you ever received a ticket, been charged with an offense, or been arrested for anything other than a minor traffic violation? (If you are unsure if a ticket, a charge or an arrest was for a minor traffic violation, answer "Yes")

Yes  No

**If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of each ticket, charge, or arrest. (Please explain on with attached explanation)**

2. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency (e.g., Nebraska Department of Education) or been subject to a judicial restraining or contempt order?

Yes  No

**If you answered "Yes" to Question #2 above, you must explain each situation surrounding any certificate termination, revocation, suspension or reprimand including location(s), date(s), agency(ies) involved. (Please explain on with attached explanation)**

3. Have you ever been involuntarily terminated from any job or asked to resign from any job for reasons relating to your behavior or job performance.

Yes  No

**If you answered "Yes" to Question #3 above, you must explain each situation involving termination or reasons you were asked to resign. (Please explain on with attached explanation)**

4. I affirm that **NONE** of the information identified in questions #1 to #3 in any way involved any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.

True  Not True

## ALL CANDIDATES

Check any of the following which you might be able to sponsor, direct, coach, manage, or assist.

<input type="checkbox"/> Basketball	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Football
<input type="checkbox"/> Track	<input type="checkbox"/> Wrestling	<input type="checkbox"/> Cheerleading
<input type="checkbox"/> Cross Country	<input type="checkbox"/> Band	<input type="checkbox"/> Dance Team
<input type="checkbox"/> Tennis	<input type="checkbox"/> Vocal Music	<input type="checkbox"/> Student Clubs
<input type="checkbox"/> Golf	<input type="checkbox"/> Journalism	<input type="checkbox"/> Speech/Drama
<input type="checkbox"/> Soccer	<input type="checkbox"/> Softball	<input type="checkbox"/> Other

Attach a sheet with any details you would like to share about high school or college activity experiences, coaching, and honors/awards.

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### Non-Discrimination in Education Programs and Activities

It is the policy of the Crete Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1954 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act. If you require special accommodations, please call Sandra Rosenboom at (402) 826-5855 or Toll Free 877-826-1011.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide the prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Sandra Rosenboom, 920 Linden Avenue, Crete, NE 68333, (402) 826-5855 or in the case of Title IX and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

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### VERIFICATION

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. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. 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 me or for my discharge should I become employed with the Crete Public Schools.

I understand that disclosure of my social security number is optional. It may be used to conduct background checks for employment purposes and for personnel and payroll processing.

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Legal Signature of Applicant

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Date

**COMPLETE, SIGN, AND RETURN TO:**

CRETE PUBLIC SCHOOLS  
ADMINISTRATION OFFICE  
920 LINDEN AVENUE  
CRETE, NE 68333