

**APPLICATION FORM**  
**HAMLIN SCHOOL DISTRICT 28-3**  
HAYTI, SOUTH DAKOTA 57241

Each applicant for a position in the Hamlin School District must complete this form. If the applicant is elected and accepts a position in the Hamlin School District, the information given herein becomes a part of the teacher's professional record. Therefore, be sure that all information is accurate, complete and legible. The amount of space provided for answering some items is necessarily and purposely limited; we suggest you word the answers to these items carefully. Notify your placement bureau to send a set of your credentials to this office and notify your college registrar to send your transcript. Please feel free to include any other information which would aid in considering your application.

1. Name \_\_\_\_\_ Date \_\_\_\_\_

2. Present Address \_\_\_\_\_  
(Last) (First) (Middle)  
Phone \_\_\_\_\_ At This Address Until (Date) \_\_\_\_\_

3. Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_  
(Street) (City) (State)

4. In case of emergency, who should be notified?

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

5. U.S. Citizen? \_\_\_\_\_ Social Security No. \_\_\_\_\_

6. Males born after December 31, 1959, are required to register for Selective Service. Are you registered? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you are registered, please provide your Selective Service number: \_\_\_\_\_

7. Have you ever been convicted of any crime involving moral turpitude or traffic in narcotics? Yes \_\_\_\_\_ No \_\_\_\_\_

8. What areas, levels, and/or subjects are you certified to teach? \_\_\_\_\_

Teacher Certificate No. \_\_\_\_\_

9. Position applied for (subjects and/or grades in order of preference): \_\_\_\_\_

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

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

3. \_\_\_\_\_

10. School term for which you will be available for employment \_\_\_\_\_

Can you work the time as stated in the school calendar? \_\_\_\_\_

11. At the time of making application, are you under contract for the present school term? \_\_\_\_\_

If so, when does this contract expire? \_\_\_\_\_

12. List activities you are competent and willing to direct or coach: Debate, plays, band, orchestra, vocal groups, Student Council, publications, football, basketball, track, others: \_\_\_\_\_

13. List any organizational membership that you feel may aid in qualifying you for the position you are seeking: \_\_\_\_\_

14. Do you have any obligations which would prevent you from working the stated hours or fulfilling contractual responsibilities to the district? Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. UNDERGRADUATE ACADEMIC PROGRAM. Please list all secondary schools, colleges, and universities attended as an undergraduate.

SCHOOL OR COLLEGE	LOCATION	DATES ATTENDED		DEGREE, IF ANY
		FROM	TO	

List your major teaching fields in order of preference:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

List minor teaching field you might wish to teach in order of preference:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

List undergraduate honors received: \_\_\_\_\_  
 \_\_\_\_\_

Please list your undergraduate college extra-curricular activities in order of their importance you and tell why each was important. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16. GRADUATE ACADEMIC PROGRAM. Please list all universities attended as a graduate student.

UNIVERSITY	LOCATION	DATES ATTENDED		DEGREE, IF ANY
		FROM	TO	

List your graduate major and minor fields:

Major \_\_\_\_\_; Minor \_\_\_\_\_; \_\_\_\_\_

Graduate honors received: \_\_\_\_\_

What plans do you have for continuing your growth as a teacher? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. RECORD OF EMPLOYMENT: Please provide information about past employers, addresses, dates of employment, titles or positions, and salary. Include changes of position within any company or school. Begin with your most recent position. Do not include part-time or summer employment unless you consider it significant. It is important that the application account for all substantial periods of time.

POSITION	DATES OF EMPLOYMENT	EMPLOYER	EMPLOYER'S ADDRESS	SALARY

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by number which one(s) you do not wish us to contact:

18. What qualities and abilities do you have which qualify you for the position you are seeking in the Hamlin School System? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Please describe any experiences which you believe have significantly contributed to your abilities for the position you are seeking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. If we request a personal interview, what would be the most convenient time for you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

21. Do you have any special reasons for making application to work in the Hamlin School System? \_\_\_\_\_

If so, explain briefly: \_\_\_\_\_

22. REFERENCES: Please list below the names and addresses of five people from whom we may solicit information regarding your ability and your work.

NAME	ADDRESS	LENGTH OF TIME KNOWN	NATURE OF ASSOCIATION

23. INFORMATION FOR THE APPLICANT:

**YOUR APPLICATION:** We appreciate the time and interest you have given in making application to the Hamlin School System. We will give your application prompt consideration.

**CERTIFICATION:** The individual teacher assumes the responsibility for obtaining and renewing certificates. Certificates must be filed by the teacher with the Superintendent of Schools when the teacher is elected to a position. Information on the requirements for certification and application forms may be obtained from the Director of Certification, Division of Elementary and Secondary Education, Pierre, South Dakota 57501.

**PERIODIC STUDY.** State regulations govern minimum requirements for periodic study. Applicants should anticipate fulfilling these requirements. Specific information can be obtained from this office on request.

**SALARY SCHEDULE.** Teachers are placed on the current salary schedule in accordance with their training and experience.

Hamlin is an equal opportunity employer. It is the policy of District 28-3 not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status with regard to public assistance, age, or disability, in its educational programs, activities or employment policies as required by federal and state laws and regulations.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**RETURN THIS**  
**APPLICATION TO:**  
**SUPERINTENDENT OF**  
**SCHOOLS HAMLIN**  
**SCHOOL DISTRICT 28-3**  
**POST OFFICE BOX 298**  
**HAYTI, SOUTH DAKOTA**  
**57241**