



Unified School District 410  
 Durham-Hillsboro-Lehigh  
 Hillsboro, KS 67063

Certified Application

Phone: (620) 947-3184  
 Fax: (620) 947-3475

*An Equal Opportunity Employer*

Date of Application: \_\_\_\_\_

**Employment Desired/Qualifications**

Please indicate the position(s) you desire and for which you are qualified:

Position \_\_\_\_\_

Position \_\_\_\_\_

**Section A: Personal Data**

\_\_\_\_\_  
 (Last Name) (First Name) (Middle)

Present Address

\_\_\_\_\_  
 (Street Address) (City) (State) (Zip Code)

Home Telephone Number

Cell Phone Number

Work Telephone Number

Email Address

**Section B: Education**

Please provide the following information concerning your educational background.

| Name & Location of Institution | Dates Attended | Diploma or Degree | Number of Hours Granted |
|--------------------------------|----------------|-------------------|-------------------------|
|                                |                |                   |                         |
|                                |                |                   |                         |
|                                |                |                   |                         |
|                                |                |                   |                         |

**Section C: Work Experience**

Please list work experience beginning with the latest employment first.

| Name & Address of Employer | Dates Inclusive | Supervisor's Name | Position or Duties |
|----------------------------|-----------------|-------------------|--------------------|
|                            |                 |                   |                    |
|                            |                 |                   |                    |
|                            |                 |                   |                    |
|                            |                 |                   |                    |
|                            |                 |                   |                    |

**Section D: References**

Please list three individuals who can attest to your personal and job related qualities.

| Name | Position | Mailing Address | Telephone Number |
|------|----------|-----------------|------------------|
|      |          |                 |                  |
|      |          |                 |                  |
|      |          |                 |                  |

**Section E: Miscellaneous**

Have you ever been convicted of, or pled guilty or nolo contendere to a felony or any offense involving moral turpitude?

If yes, please explain:

1. Why do you desire this teaching position?
  
  
  
  
  
  
  
  
  
  
2. Are you aware of any reason you would not be able to perform the duties required of the position for which you are applying?

If yes, please explain:

**Section F: Assurances**

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Furthermore, it is understood that this application and records become the property of USD 410 which reserves the right to accept or reject it. I also hereby authorize U.S.D. 410 to conduct work history, personal reference or police inquiries to determine my acceptability for employment.

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

Thank you for your interest in a teaching position at U.S.D. 410. In order to complete the application process, please be sure the following items are on file with U.S.D. 410.

1. An official letter of interest.
2. A resume.
3. A completed application form.
4. A copy of your college transcript.
5. A copy of your current teaching license.
6. A set of your official credentials or letters of reference (3).

Please direct application information and questions to: Amy Plett  
U.S.D. 410  
812 East A Street  
Hillsboro, KS 67063  
(620) 947-3184  
[amy.plett@usd410.net](mailto:amy.plett@usd410.net)