



Child Development Center Region II

Application for Employment

Note: Applications which are submitted to the Child Development Center Region II will remain active for one year. The application will be kept on file for two years. Contact the Child Development Center about procedures for re-activating an application that is more than one year old.

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| Personal Information | Last Name, First, Middle | Social Security Number |
| | Present Address | Date |
| | City/State/Zip | Home Phone |
| | Permanent Address | Other Phone |
| | City/State/Zip | |
| | When will you be available to begin work? | |

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| Teaching Endorsements | Please indicate 1st, 2nd and 3rd choice in the level(s) for which you are applying. Teachers must possess or be eligible for Wyoming Certification – with supporting course work and endorsement in each teaching assignment area. The applicant is responsible for securing all appropriate certifications and endorsements. | |
| | Para Educator _____ | |
| | Early Intervention _____ | |
| | Preschool _____ | |
| | Substitute _____ | |
| | Early Childhood Special Education _____ | |
| | Areas of endorsements: _____ _____ | |
| | Please attach: Resume Areas of licensure and/or copies of certification | |

Child Development Center-Region II does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Any person who feels that discriminatory conditions exist concerning Title VI or Section 504 of the Rehabilitation Act of 1973 may contact the CDC Director or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0500, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 301, 1244 Speer Boulevard, Denver, Colorado 80204-3582 (303) 844-5695, TDD (303) 844-3417.

| | Yes | No |
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| <p>Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? If no, please explain:</p> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Are you willing to attend an interview at the Child Development Center-Region II?</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Conviction of a crime is not an automatic bar to employment. The Child Development Center will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.</p> | | |
| <p>Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude or has any court received a plea of guilty or a plea of nolo contendere from you? If yes, please explain: _____</p> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Have you ever been dismissed or asked to resign from any job? If yes, please give details: _____</p> <hr/> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Do you have or have you had, continuing contract status in any Wyoming school district or regional developmental centers? If yes, list dates and with which district: _____</p> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Pursuant to the provisions of W.S. 9-2-2104, W.S. 144-104 and W.S. 16-3-101, any employee who is to be hired by the board on or after July 01, 1999, who may have access to minors, is required to submit to a completed Child Abuse/Neglect Central Registry check and/or results of a criminal background pre-screen or full criminal background check if indicated by the pre-screen. In some instances, this requirement may be satisfied by the Professional Teaching Standards Board. Employees who are required to be certified by the Professional Teaching Standards Board may have already provided the necessary fingerprinting information to permit the Professional Teaching Standards Board to have conducted a criminal background check.</p> | | |
| <p>Have you, within the past year, provided the necessary information to the Professional Teaching Standards Board to allow it to conduct a criminal history background check?</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Even if you have had a criminal history background check done by the Professional Teaching Standards Board, the Child Development Center may, at its option, conduct a separate criminal history background check. In addition, if you are not required to be certified by the Professional Teaching Standards Board, or if you have not had a criminal history background check conducted by the Professional Teaching Standards Board within the last 12 months, the Child Development Center may require your consent and for you to provide the appropriate fingerprint and other information necessary for the CDC to conduct a criminal history background check. Will you give the CDC your consent to conduct this criminal history background check?</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Are you prevented from being lawfully employed in this country because of visa or immigration status? Proof of citizenship or immigration status will be required upon employment.</p> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Academic Programs | Include all college and university preparation. Express college credits in semester hours. Multiply quarter hours by 2/3 to change to semester hours. Attach an extra sheet if needed. | | | | | | |
| | Name of School & Location | Dates Inclusive | Degree | Major | Minor | # of Sem. Hrs. | |
| | | | | | | Major | Minor |
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| Teaching | Name of School & Location | Subject/Grade | # Years | Principal | Supervisor | Phone |
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| Experience | List all teaching experience and non-teaching experience of three months or longer. Begin with the most recent position. Attach an extra sheet if needed. | | | |
| | Name of School/Business & Location | From-To | Position | Reason for Leaving |
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| References | Please list three to five persons who can answer questions concerning your qualifications for the position you seek. Include superintendents, principals, and other supervisors under whom you have worked. The CDC reserves the right to contact persons not specified by you. Submission of an application to the CDC constitutes your permission and consent for the CDC to contact any person(s) and discuss you, your qualifications, and other pertinent matters. | | |
| | Name/Title | Address & City | Phone |
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General Information

If applying for para-educator, complete numbers 1, 2 and 3 (if applicable)

- 1. Describe your professional and community activities which you think would be helpful concerning your knowledge, skills and experience related to the position for which you are applying:

- 2. List any honors you received in college:

- 3. List any honors you have received as a professional:

- 4. What instructional techniques do you plan to use in your teaching?

I authorize the Child Development Center-Region II to which this application is submitted to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to the Child Development Center about any criminal record I may have. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to the CDC will be sufficient cause for this application not to be considered by the CDC or for dismissal if I have been employed.

I authorize the Child Development Center-Region II for which I have completed an employment application to check my references, to obtain information from my prior employers and education institutions, and to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a teaching position. I authorize the release of any and all information or records maintained by the Wyoming Department of Family Services. I authorize my listed references, past employers and educational institutions, and anyone else who has information about my work history, education, qualification or fitness, to provide such information to the Child Development Center-Region II. I release all persons providing information to the Child Development Center-Region II from any liability whatsoever for obtaining and providing that information.

Upon occasion, the Child Development Center-Region II is asked by other educational institutions, such as other regions, to provide names of candidates for areas in which they have vacancies. Do you consent to the release of your application information to these other institutions?

Yes No

A photocopy of this release shall be effective as the original.

Signature _____

Date _____