

**APPLICATION FORM**  
**WATERTOWN SCHOOL DISTRICT 14-4**  
WATERTOWN, SOUTH DAKOTA 57201

Each applicant for a position in the Watertown School District must complete this form. If the applicant is elected and accepts a position in the Watertown 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 transcripts. Please feel free to include any other information which would aid in considering your application.

1. Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

2. Present Address \_\_\_\_\_ Phone \_\_\_\_\_

At This Address Until (Date) \_\_\_\_\_

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

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

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

5. Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

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

\_\_\_\_\_ South Dakota Teacher Certificate No. \_\_\_\_\_

8. Please circle all sports listed for which you have had coursework equivalent to the theory of coaching in that sport.  
basketball, volleyball, track, wrestling, gymnastics, golf, tennis. List any other \_\_\_\_\_

9. Have you successfully taken coursework equivalent to "the care and prevention of athletic injury"? Yes \_\_\_\_\_ No \_\_\_\_\_

10. List activities you are competent and willing to direct or coach: debate, plays, band, orchestra, vocal groups, student council, publications, football, basketball, football, track and others. \_\_\_\_\_

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

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

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

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

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

13. Do you have any obligations which would prevent you from working the stated hours or fulfilling contractual responsibilities to the district? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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

14. At the time of making application, are you under contract for the present school term? \_\_\_\_\_.  
If so, when does this contract expire? \_\_\_\_\_.

15. List any organization memberships that you feel may aid in qualifying you for the position you are seeking: \_\_\_\_\_  
\_\_\_\_\_.

16. 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 to you and tell why each was important.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. 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
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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

\_\_\_\_\_

19. What qualities and abilities do you have which qualify you for the position you are seeking in the Watertown School System?

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

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

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

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

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

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

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

\_\_\_\_\_

23. 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	PHONE	LENGTH OF TIME KNOWN	NATURE OF ASSOCIATION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

24. INFORMATION FOR THE APPLICANT:

**YOUR APPLICATION:** We appreciate the time and interest you have given in making application to the Watertown 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, Department of Education and Cultural Affairs, 700 Governors Drive, Pierre, South Dakota 57501-2291. Phone 605-773-3553 or on-line at [www.state.sd.us/deca](http://www.state.sd.us/deca)

**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.

Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of District 14-4 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.

Date \_\_\_\_\_ Signature \_\_\_\_\_

RETURN THIS APPLICATION TO:

ASSISTANT SUPERINTENDENT OF SCHOOLS  
WATERTOWN SCHOOL DISTRICT 14-4  
POST OFFICE BOX 730  
WATERTOWN, SOUTH DAKOTA 57201

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