

RED CLOUD INDIAN SCHOOL

100 Mission Drive; Pine Ridge, SD 57770

SCHOOL PH: (605) 867-5888 ADMIN PH (605) 867-5491 FAX: (605) 867-8402

HR EMAIL: humanresources@redcloudschool.org

CERTIFIED STAFF APPLICATION FORM

This application is submitted for the position of _____ Date _____

Name _____ Last 4 digits of Social Security Number _____

Address _____
Street City/State Zip Code

Email Address _____ Home Phone _____ Message Phone _____

EDUCATIONAL RECORD List name and location of institution, year(s) attended, degree/major(s). List most recent first.

NAME	LOCATION	YEARS ATTENDED	DEGREE/MAJOR(S)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Do you hold a valid South Dakota certificate? _____ Number _____ Expiration Date _____

Do you hold a valid certificate in another state? _____ State Name _____ Expiration Date _____

List Endorsements/Teaching Major/Additional Subjects

Based upon your certificate and subject areas in which you are endorsed, please indicate your level of preferences:

Montessori/Kindergarten	_____	
Elementary (1-8)	_____	
Departmentalized Middle (6-8)	_____	Subject area(s): _____
High School (9-12)	_____	Subject area(s): _____

PROFESSIONAL MEMBERSHIPS and/or RECENT LAKOTA/CATHOLIC COMMUNITY ACTIVITIES

1. _____

2. _____

EMPLOYMENT HISTORY

List experience in chronological order starting with most current. Attach an additional sheet(s) if necessary.

1. Date Employed _____ Date Separated _____

Position Held _____ Reason for Leaving _____

Name of Employer _____ May we contact this employer? Yes _____ No _____

Address of Employer _____
Street _____ City/State _____ Zip Code _____

Immediate Supervisor _____ Title _____

Description of Duties _____

2. Date Employed _____ Date Separated _____

Position Held _____ Reason for Leaving _____

Name of Employer _____ May we contact this employer? Yes _____ No _____

Address of Employer _____
Street _____ City/State _____ Zip Code _____

Immediate Supervisor _____ Title _____

Description of Duties _____

3. Date Employed _____ Date Separated _____

Position Held _____ Reason for Leaving _____

Name of Employer _____ May we contact this employer? Yes _____ No _____

Address of Employer _____
Street _____ City/State _____ Zip Code _____

Immediate Supervisor _____ Title _____

Description of Duties

REFERENCES

Please list the names of four persons who will serve as references and can be contacted. Include names, titles, current addresses and telephone numbers.

1.

Name	Title	
Address	City/State	Zip Code
Home Phone	Work Phone	

2.

Name	Title	
Address	City/State	Zip Code
Home Phone	Work Phone	

3.

Name	Title	
Address	City/State	Zip Code
Home Phone	Work Phone	

4.

Name	Title	
Address	City/State	Zip Code
Home Phone	Work Phone	

ESSAY

Include the following information in your essay:

1. Describe your reasons for applying to teach at Red Cloud Indian School.
2. Describe your educational goals, philosophy and teaching style.
3. Red Cloud Indian School is a private non-profit educational system rooted in the Catholic, Lakota, and Jesuit traditions. The mission of RCIS is to provide an education of the mind and the spirit, and to form “men and women for others.” Describe how you would support and advance this “mission & Identity”?
4. The educational context in which Red Cloud operates requires an understanding of the Pine Ridge Indian Reservation and the Lakota culture. Describe your current knowledge of the Pine Ridge Indian Reservation and the Lakota culture.

Please attach additional sheets as necessary.

Please sign (not type) your name here to give your confirmation to all the information you have entered on this application.

Signature

Date

LEGAL REQUIREMENTS

1. Selective Service.

SDCL 3-1-1.1 prohibits a school district from hiring anyone who is required to register for Selective Service and has not done so. 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: _____

2. Crimes Involving Moral Turpitude.

SDCL 13-42-10 provides for revocation or refusal of certificate on conviction of a crime. Have you been convicted of a felony or any other offense involving moral turpitude?* Yes _____ No _____

If yes, please explain:

Will you agree, upon request, to produce copies of any criminal records related to such conviction?

Yes _____ No _____

*A conviction will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and the nature of the violation, and rehabilitation will be taken into consideration. Pursuant to South Dakota law, the Superintendent may submit the name of any person being considered for employment by the School District to the Division of Criminal Investigation for a criminal record check. If the Division determines the person has a record of criminal conviction, the Division shall notify the Superintendent/Human Resources of the criminal offenses.

READ AND SIGN: I understand that any false statements or misrepresentations of facts are grounds for dismissal or removal of consideration for employment. I hereby certify that the information in this application is true and correct to the best of my knowledge and belief. I waive the right to hold liable persons whose names appear on the application form. I also understand that before any contract for a position with Red Cloud Indian School becomes effective or binding, it must be officially approved and a valid South Dakota certificate must be filed with the Superintendent's Office.

I hereby understand in accordance with Red Cloud Indian School, Inc. policies and assurances with the federal Drug Free Workplace Act of 1988, that any offer of employment is conditional upon my ability to perform essential duties of the position offered.

I hereby authorize Red Cloud Indian School or its designated representative to review and inspect court and law enforcement records maintained by any state or federal government for the purpose of verifying the answer submitted above and specifically waive any privacy right or personal right to prior notice that may attach to these records.

I hereby authorize Red Cloud Indian School or its designated representative to request any information in writing or orally from my previous employers and professional references; and I agree to hold Red Cloud Indian School, Inc., and its employees, as well as my previous employers and professional references, harmless as to any information provided.

SIGNATURE

DATE