



Educational Service Unit 11
412 West 14th Avenue ~ PO Box 858
Holdrege, NE 68949
Ph. 308.995.6585 ~ Fax 308.995.6587

Application for Employment - Administrative Position

Position(s) Applied For _____ Date of Application _____

Type of Employment Desired ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Date Available for Work _____ Pay Expected _____

Referral Source: ☐ Advertisement ☐ Employee ☐ Relative
☐ Walk-in ☐ Employment Agency ☐ Other

Name _____
Last First Middle

Address _____
Street City State Zip Code

Phone Number _____ Email Address _____

☐ Yes ☐ No Are you presently under contract? If yes, school name _____

Current Position _____

Do you presently hold a teaching certificate from a state other than Nebraska? ☐ Yes ☐ No Indicate State: _____

Do you presently hold a Nebraska teaching certificate? ☐ Yes ☐ No

Type, Rank, & Level of Certificate in Force _____

Valid From _____ To _____

List Areas of Endorsement: _____

CCC Number (for Speech/Language Pathologists): _____

Military Service? _____ Dates of Service _____ Type of Discharge _____

Respond to EACH item. If there is no response to any item, or if the required attachments do not accompany your application, your application WILL BE REMOVED FROM CONSIDERATION. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

☐ Yes ☐ No Do you have any condition (physical, mental, or otherwise) which prevents you from performing the essential functions of any of the positions for which you have applied, with or without accommodation? (Note: regular, dependable attendance is an essential function of certificated positions at Educational Service Unit 11.) If yes, please attach your explanation.

☐ Yes ☐ No Have you ever received a ticket, been charged with an offense, been arrested or been convicted for a criminal offense relating to sexual or physical abuse? If you answered yes, you must explain each situation, including location(s), date(s), agency(ies) involved, and the outcome of each ticket, charge, or arrest. (Please attach and label your explanation.)

☐ Yes ☐ No Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency (e.g. Nebraska Department of Education) or been subject to a judicial restraining or contempt order? If you answered yes, you must attach an explanation of each situation including dates, location, agencies involved, and the outcome of each situation.

☐ Yes ☐ No Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from employment, or failed or refused to fulfill a contract? If you answered "Yes", you must explain each situation including the name of the employer(s), the date(s), and the reason(s) for the resignation or termination or contract issue.

Note: ESU 11 requires that a criminal history record information check be completed prior to employment.

AN EQUAL OPPORTUNITY EMPLOYER

Concluding Questions

Directions: The following questions are an important part of the screening process. Please reflect carefully and provide candid responses. Please answer on separate sheets of paper and attach to the back of this application. Please do not exceed a maximum of two pages (total for all questions combined) with a minimum font size of 10 and .5 inch margins.

1. What are your most important reasons for wanting to be in a leadership position?
 2. Describe your leadership style.
 3. How would you help teachers and staff improve student achievement?
 4. In what ways have you demonstrated instructional leadership in your school and/or district?
 5. Why do you want a leadership position with ESU #11?
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Other required items to provide ESU 11 to be included as part of your application are:

1. Letter of Application
 2. Copy of License and Copy of Transcripts
 3. Resume that includes:
 - a. Education and Training
 - b. Work Experiences
 - c. References
 - d. Additional Training and/or Expertise
 - e. Activities and Awards
 4. Letters of Recommendation
 5. Signed and dated "Consent to Provide Employment History to Prospective Employers" form
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This application is only current for 60 days. At the conclusion of this time, if you have not heard from ESU 11 and still wish to be considered for employment, it will be necessary to fill out a new application.

Misrepresentation or willful omissions may be sufficient cause for disqualification of this application or termination of employment. I hereby authorize ESU 11 to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Signature

Return to: Educational Service Unit 11
P.O. Box 858
Holdrege, NE 68949

Educational Service Unit #11 - Notice of Nondiscrimination

The Educational Service Unit #11 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Lona Nelson-Milks, Director of Special Education, 412 West 14th Avenue, Holdrege, NE 68949 (308) 995-6585 (lonelso@esu11.org).

Employees and Others: Greg Barnes, ESU #11 Administrator, 412 West 14th Avenue, Holdrege, NE 68949 (308) 995-6585 (greg.barnes@esu11.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), (816) 426-3686 (fax), or (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

CONSENT TO PROVIDE EMPLOYMENT HISTORY TO PROSPECTIVE EMPLOYERS

I, _____ (applicant), hereby give consent to any and all current and prior employers of mine to provide information with regard to my employment with current or prior employers to Educational Service Unit #11 (prospective employer).

I consent to my current and prior employers giving the following information about me to Educational Service Unit #11:

1. Date and duration of employment;
2. Pay rate and wage history on the date of receipt of this consent;
3. Job description and duties;
4. The most recent written performance evaluation prepared prior to the date of the request for information and provided to me during the course of my employment;
5. Attendance information;
6. Results of drug or alcohol tests administered within one year prior to the request for information;
7. Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
8. Whether I was voluntarily or involuntarily separated from employment and the reasons for the separation; and
9. Whether I am eligible for rehire.

The consent is valid for six months from the date of my signature below.

Signature

Date