



# Jackson Hole Community School

Application for Employment

Jackson Hole Community School does not discriminate in employment, recruitment, admission, or the administration of any of its programs on the basis of race, creed, national or ethnic origin, gender, sexual orientation, age, or physical disability.

## JACKSON HOLE COMMUNITY SCHOOL

P.O. Box 6787  
Jackson, WY 83002  
Phone: (307) 733-5427  
Fax: (307) 734-6696  
www.jhcommunityschool.org

### APPLICATION FOR EMPLOYMENT

#### **Application Deadline: Positions open until filled**

**Application Process:** We will carefully review all applications. After our review, we will contact finalists to set up interviews. All applicants will be notified of their status via mail.

**Interviews:** We will conduct interviews for finalists. If we are unable to meet in person, a telephone interview will be arranged.

The completed application includes: **(please mail the entire application together)**

1. Application Form 1
2. Applicant Questionnaire
3. Letter of Interest and Resume
4. Two Recommendations (one from a supervisor and one from a peer employee)
5. Official Transcript(s)
6. Additional Relevant Records (teaching certificates or other endorsements)

#### Application Checklist

1. Application Form 1 \_\_\_\_\_
2. Applicant Questionnaire \_\_\_\_\_
3. Letter of Interest and Resume \_\_\_\_\_
4. Recommendation #1 \_\_\_\_\_
5. Recommendation #2 \_\_\_\_\_
6. Official Transcript(s) \_\_\_\_\_
7. Additional Relevant Records \_\_\_\_\_
8. We will contact you for an interview, if necessary.

*Application and supporting materials must be printed out and mailed together to the address listed above.  
Email applications are not accepted.  
No phone calls please.*

**APPLICATION FORM 1**  
**Applicant Information**

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
First
Middle
Last

Nickname or Preferred Name \_\_\_\_\_ Gender: M or F

Mailing Address \_\_\_\_\_  
PO Box or Street
City
State
Zip

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Position(s) Applying For \_\_\_\_\_

Education: High School, Colleges, Universities

Name, City, State	Type of Degree Earned	Major/Minor
High School		
College/University		

Work Address (include mailing address & phone) \_\_\_\_\_

Employment History (Please list the 3 most recent jobs you have held with references. Begin with your current position or the most recent.)

Years	Employer	Position	Reference Name	Phone Number







**Authorization to Obtain and Release Information**

The Jackson Hole Community School requires fingerprinting and a criminal background check for all of its employees. I authorize the Jackson Hole Community School to obtain information about my criminal records, if any. I authorize all governmental agencies to provide information about my criminal records to the School.

I authorize the Jackson Hole Community School, for which I have completed an employment application and/or resume, to check my references to obtain information from my prior employers and educational 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 position at the School. 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 Jackson Hole Community School. I release the School and all persons providing information to the School from any liability whatsoever for obtaining and providing that information, regardless of the results.

To the best of my knowledge all information furnished in this application for employment is accurate. I understand that any misrepresentation, falsification, or omission on this application or on other documents submitted to the Jackson Hole Community School will be sufficient cause for this application not to be considered by the School, or for discharge if I have already been employed.

Name: (printed): \_\_\_\_\_

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

Applications will remain active for six months. Please contact Jackson Hole Community School about reactivating an application that is more than six months old.