



**PARMA SCHOOL DISTRICT #137**

805 E. McConnell Ave., Parma ID 83660

Phone: 208-779-4069 ext. #1602

Fax: 208-779-4080

Email: [eobenchain@parmaschools.org](mailto:eobenchain@parmaschools.org)

Dear Applicant:

Thank you for your interest in employment with the Parma School District.

Please return an **Application** with the following attachments:

- **Cover Letter**
- **Resume**
- **Write a one-page essay discussing those personal and professional characteristics, which make you the right person for the Parma School District to consider.**
- **Copy of your transcripts (originals required upon hire)**
- **Copy of your Idaho Teaching Certificate (if available)**
- **Placement file; including letters of recommendation**
- **Any other information you wish to include**

You may use any of the following methods:

*Deliver in Person or Mail to:* Parma School District #137  
District Office  
805 E. McConnell Avenue  
Parma ID 83660

*Fax:* 208-779-4080

*Email:* [eobenchain@parmaschools.org](mailto:eobenchain@parmaschools.org)

The policy of the Parma School District is to keep applications on file for one year from the date of submission.

Positions are advertised locally with the Department of Education, Idaho State Department of Labor, The Idaho Statesman and the Idaho Press Tribune. If you learn of another job opening in Parma that you would like to apply for, you must either phone or notify the District Office in writing to reactivate your application.

Again, thank you for your interest in the Parma School District. We look forward to hearing from you soon.

Emily Obenchain  
District Secretary





**TEACHING EXPERIENCE:** List chronologically all teaching experience (do not include substitute teaching).

Name of School/ District #	City/County	State	Position Held/ Subjects	Dates From/To	Total Years	Full or Part Time	Supervisor Name and Phone #

**WORK EXPERIENCE/OTHER TRAINING:** List chronologically.

Employer	Address	City	State	Position Held	Dates From/To	Supervisor Name and Phone #

**EDUCATIONAL AND PROFESSIONAL TRAINING:** List chronologically

Name of School/District #	City/County	State	Grade Level and/or Subject	Dates From/To

**STUDENT TEACHING EXPERIENCE:** List chronologically and include any internships.

Name of School/District #	City/County	State	Grade Level and/or Subject	Dates From/To

GENERAL COMMENTS: List other skills, licenses, fluency in other languages or certificates that are job related:

CERTIFICATION: If you have been issued an Idaho Certificate, please submit a photocopy.

Type of Certificate \_\_\_\_\_ Expiration Date \_\_\_\_\_

Month/Year of Initial Certification \_\_\_\_\_ Endorsements \_\_\_\_\_

**ON A SEPARATE SHEET OF PAPER, PLEASE WRITE AN EXPLANATION, NOT TO EXCEED 250 WORDS, OF YOUR MAJOR STRENGTHS AS THEY APPLY TO THE POSITION FOR WHICH YOU ARE MAKING APPLICATION.**

EXTRACURRICULAR ACTIVITIES: Indicate the number of years experience in the activities listed below. Enter additional activities below, if necessary. Circle activities you are willing to coach/sponsor.

Activity	High School Experience	College Experience	Contract Experience	Activity	High School Experience	College Experience	Contract Experience
Football				Intramural Director			
Basketball				Athletic Director			
Baseball				Athletic Trainer			
Softball				Forensic			
Track				Debate			
Cross Country				Yearbook			
Wrestling				Newspaper			
Gymnastics				Literary Magazine			
Field Hockey				Student Government			
Golf				Honor Society			
Tennis				Clubs			
Volleyball				Cheerleader			
Soccer				Choir			
Swimming				Drama			

BACKGROUND CHECK: All employees who are hired by Parma School District #137 will be required to have a background check.

**Have you ever been convicted, plead guilty, no contest, or had a withheld judgement for a misdemeanor involving theft, violent crime, use/possession of a controlled substance or crime against children or any felony?**

Yes  No If yes, explain: \_\_\_\_\_

**REFERENCES:** It is the applicant's responsibility to provide the following information in order to be considered for employment.

1. The names, phone numbers and addresses of at least three reference sources. Including current employer if employed or last employer if not currently employed).
2. Applicants with work experience must provide recommendations from principals and/or superintendents from all contracts involving additional work experiences within the past three (3) years. If experience was not within the past three years, provide references from last contracted experience.

Name of Reference	Position/Relationship	Mailing Address	Phone #

**CERTIFICATION AND RELEASE**

I certify that the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the school and/or its agents including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers, persons, schools, companies, law enforcement authorities and state agencies to release any information concerning my background and hereby release those parties from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If school policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to being offered a position and/or during employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Applications are kept on file 1 year from date of signature.*