



**iSucceed**<sup>SM</sup>  
**Virtual High School**

**District # 466**

**6148 N Discovery Way Ste 120  
Boise, Idaho 83713  
208-375-3141**

Dear Applicant:

Thank you for your interest in applying for a classified personnel position with iSucceed Virtual High School. This letter will offer helpful suggestions, and answer most common questions associated with the application process.

**Please take a minute to read this letter thoroughly.**

1. You may only apply for positions that are currently open.
2. If there are multiple positions at the same location only **one** application is necessary.
3. Please make sure that each application you complete lists **position and Job ID**.
4. Your application(s) will be screened at the individual school sites. **All qualified applicants will be contacted by the school for job interviews.**
5. If you are claiming veteran's preference you are responsible for providing required documentation related to your service of ninety (90) days of continuous activity duty or wartime duty and documentation (Form DD214) of an honorable discharge at the time of application.

An Equal Opportunity Employer  
A Tobacco Free Environment



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**CLASSIFIED APPLICATION**

TO THE APPLICANT: We appreciate your interest in employment with us. A clear understanding of your background and work history will aid us in evaluating and identifying you for the position desired. Applications from all qualified individuals are considered.

**PLEASE USE BLACK INK ONLY. UPPER CASE LETTERS ARE REQUIRED IN TEXT BOXES.**

<b>First Name</b>		<b>MI</b>
<input type="text"/>		<input type="text"/>
<b>Last Name</b>		
<input type="text"/>		
<b>Other Last Names</b>		<b>Today's Date</b>
<input type="text"/>		<input type="text"/>
<b>Phone</b>	<b>Email</b>	
<input type="text"/>	<input type="text"/>	
<b>Street Address</b>		
<input type="text"/>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Position Desired (Included Job ID)</b>	<b>Date Available to Start Job</b>
<input type="text"/>	<input type="text"/>

<b>In Case of Emergency, please notify:</b>	<input type="text"/>
	<b>Address:</b> <input type="text"/>
	<input type="text"/>
	<b>Phone:</b> <input type="text"/>

**Please return completed application to iSucceed Virtual High School  
6148 N Discovery Way Suite 120, Boise, ID 83713**

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:**

**Why do you want to work for iSucceed Virtual High School?**

**Summarize the special skills and qualifications you have for this position:**

**Briefly stated, please give a summary of your educational background and training beginning with high school graduation:**

**(Please complete if applicable.)**

**List all computer software you can successfully operate:**

**10-Key**  **Key boarding (wpm)**  **Other Office Machines**

**Is there any reason, if hired, why you would not be able to perform specific duties and job functions for this position?**  **Yes**  **No**

**If yes, explain:**

**PERSONAL REFERENCES:**

**List up to three persons other than former employers, supervisors, or relatives who are familiar with your qualifications and background:**

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**NAME** **ADDRESS** **HM / WK TELEPHONE**

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**NAME** **ADDRESS** **HM / WK TELEPHONE**

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**NAME** **ADDRESS** **HM / WK TELEPHONE**

**WORK EXPERIENCE:**

List your employment history, beginning with your most recent employment and working back, even if resume is attached. You may attach a resume or additional sheets.

Dates Employed  Exact Title or Position

Name and Address of Employer

Name of Immediate Supervisor  Phone

Reason for Leaving

May We Contact This Employer?  Yes  No

**Description of Duties and Responsibilities**

Dates Employed  Exact Title or Position

Name and Address of Employer

Name of Immediate Supervisor  Phone

Reason for Leaving

May We Contact This Employer?  Yes  No

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Reason for Leaving

May We Contact This Employer?  Yes  No

**Description of Duties and Responsibilities**

Have you ever been convicted of any crime or violation of any law in any state, federal or military court? Note: For the purpose of this question, "conviction" includes:

1. All instances in which a plea of guilty or nolo contendere is the basis of conviction,
2. All proceedings in which a sentence has been suspended, deferred, or withheld.
3. All proceedings in which the prosecution was deferred. Do not include convictions for traffic violations unless alcohol or drug related.

Yes  No      If yes, please explain:

**NOTE: Omission or falsification of the above information, if hired, will be grounds for termination. If your answer is YES to any of the above, attach an explanation and court record, which includes the disposition of the offense.**

As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho, including preference for initial employment and retention in the event of layoffs...in all public employment, excluding key employee positions, the hiring official shall give preference to the employment of a veteran...a veteran may be deemed unqualified through his or her actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction, or conduct unbecoming a public employee."

Are you claiming veteran's preference?  Yes  No      If yes, attach Form DD214.

Have you previously claimed such a preference?  Yes  No

Ethnicity: Not required but requested to assist for State and Federal reporting purposes.

Select all that apply:  White  Black  Hispanic  Asian  Multi-Racial  
 American Indian or Alaska Native  Native Hawaiian or Pacific Islander

Gender: Not required but requested to assist for State and Federal reporting purposes  Male  Female

We appreciate your interest in employment with iSucceed Virtual High School. If you are chosen for this position your employment with the District would be "at will." **Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.**

I further understand that this is an application for employment, and that no employment contract is being offered herein.

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal.

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information to iSucceed Virtual High School Personnel Office, relative to my education, training, qualifications, work history and general fitness for employment. I realize that false or misleading information given in my application may result in having my name removed from the substitute list. I also understand that I am required to abide by all rules, regulations and policies of iSucceed Virtual High School.

**I have read and understand the above.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## CLASSIFIED PERSONNEL INFORMATION

Name:

Position Applied For:

1. Indicate whether you received a:

High School Diploma                      or                       GED

2. Do you hold an Academic College Degree? (B.A, B.S., Associates)

Degree Earned:

Date of Degree:

(month/day/year)

Institution where you received the degree:

**A transcript from these institutions must be submitted with this application.**  
Official or unofficial transcripts will be accepted at the time of application submission.  
Official transcripts will be needed if offered employment.

3. Have you earned Academic Institution Transcript Credits?

How many credits?:

Date credits earned:

(month/day/year)

Institution where you earned the credits:

**A transcript from these institutions must be submitted with this application.**  
Official or unofficial transcripts will be accepted at the time of application submission.  
Official transcripts will be needed if offered employment.

4. Have you taken and passed the ETS ParaPro Assessment Exam (PRAXIS)?  Yes  No

Date of Exam:

(month/day/year)

Score of Exam:

**A copy of your exam results must be submitted with this application.**