

# Sample: Application Template

## TEACHERS AND DISTRICT STAFF APPLICATION

Thank you for your interest in serving on the Instructional Materials Adoption Review Committee for the upcoming [Content Area and Grade Levels] adoption. Your expertise as an educator is critical to ensuring materials align with instructional goals and student needs.

Please complete and submit this application by [Due Date and Time] to [District Contact Name and Email]. Applicants will be notified of their committee placement by [Notification Date].

### Committee members are expected to:

- ▶ Attend all required meetings
  - ▶ [Meeting Dates, Locations & Times]
- ▶ Complete an independent review of materials
- ▶ Apply evaluation criteria consistently and objectively
- ▶ Engage in collaborative discussion and decision making

This process benefits from diverse perspectives, including parents, community members, and educators.

All committee meetings are open to the public. Information submitted through this application, as well as any information discussed during the review process, may be subject to Florida's public records laws.

If you have any questions or concerns, please contact:

[District Contact Name]

[District Contact Title]

[District Contact Phone Number]

[District Contact Email Address]

### Please complete the following information:

- ▶ 1. Full Name:
- ▶ 2. School or Department Name:
- ▶ 3. Current Position or Role:
- ▶ 4. Grade Level(s) and/or Content Area(s):

- ▶ 5. Years of Experience in Education:
- ▶ 6. Phone Number
- ▶ 7. Email Address:
- ▶ 8. Are you a parent or guardian of a student currently enrolled in [District Name]?
  - ☐ Yes ☐ No
  - If yes, please list school(s) and grade level(s):
- ▶ 9. Do you hold a valid Florida teaching certificate?
  - ☐ Yes ☐ No
- ▶ 10. Describe your experience with curriculum, instruction, or instructional materials in your current role:
- ▶ 11. Have you previously participated in an instructional materials review or adoption process?
  - ☐ Yes ☐ No
  - If yes, please describe:
- ▶ 12. How do you define high quality instructional materials in your content area or role?
- ▶ 13. How should instructional materials support a range of learners, including students with diverse academic needs?
- ▶ 14. Describe how instructional materials should support effective teaching practices and student engagement:
- ▶ 15. Are you able to attend all required meetings and complete independent review work within the designated timeline?
  - ☐ Yes ☐ No
- ▶ 16. Are you willing to participate in all required training and meetings?
  - ☐ Yes ☐ No

- 17. Are you comfortable using digital platforms to access and review instructional materials?

☐ Yes ☐ No

- 18. Are you willing to follow established evaluation protocols and scoring guidelines to ensure consistency across reviewers?

☐ Yes ☐ No

- 19. Have you ever worked for, consulted with, or received compensation from an instructional materials publisher or vendor?

☐ Yes ☐ No

If yes, please explain:

- 20. Do you have any potential conflicts of interest related to publishers, vendors, or instructional materials under review?

☐ Yes ☐ No

If yes, please describe:

- OPTIONAL QUESTION BASED ON DISTRICT PROCESS: Please select your preference for instructional materials review. Teachers will only be able to serve on one committee.

[District Specific Committee Descriptions or Courses]

By submitting this application, I acknowledge that:

- I will participate fully in the review process
- I will evaluate materials objectively and maintain confidentiality as required
- I understand the time commitment and expectations

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