

ADMINISTRATIVE APPLICATION

UNIFIED SCHOOL DISTRICT NO. 355

300 N. SCHILLER

ELLINWOOD, KS 67526

Tele: 620-564-3226 Fax: 620-564-2206

Date ____/____/____ Position for which you are applying: _____

Name _____

Last

First

Middle

Present Address: _____

Street

City

State

Zip

Telephone Numbers: Home (____) _____ Work (____) _____

Social Security Number: _____

PERSONAL DATA

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain:

Condition of health _____

Do you have any health problems that would affect your ability to carry out your job responsibilities? Yes _____ No _____

If yes, explain _____

Are you currently licensed to teach in Kansas? Yes _____ No _____ If no, have you applied? Yes _____ No _____

- To complete your application process the following five items need to be provided along with your completed application: **1) letter of application, 2) resume, 3) current Kansas Administrative License, 4) transcripts, 5) credential file from your college, or three letters of professional reference**
- The Ellinwood School District is an equal employment opportunity employer and subscribes to all Federal and State rules and regulations regarding employment and assignments of duties as specified in Section 504 A.D.A. & I.D.E.A.

APPLICANT JOB APPLICATION ACKNOWLEDGMENT

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give USD 355 any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to USD 355. I authorize any background checks by any third party.
3. I authorize USD 355 to request, receive, and verify all information given on this application and I release USD 355 from all damages that may result from your doing so.
4. I authorize USD 355 to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release USD 355 from all liability from any damages that may result from your doing so.
5. As a condition of employment, the candidate selected for this position must be willing to submit to a drug screen. Upon receipt of notification that the screen is negative the employee will be considered an employee of the district.

Signature of Applicant

Date

Please respond to topics listed on reverse side of this application

PLEASE COMMENT ON EACH OF THE EIGHT TOPICS LISTED BELOW, LIMITING EACH RESPONSE TO 200 WORDS OR LESS.

1. Reasons for wanting to be the grade school principal at Ellinwood USD #355
2. Leadership experience
3. Leadership in instruction and achievement
4. Positive building atmosphere
5. Extra-curricular activities
6. Student discipline
7. School improvement
8. Educational Excellence

Please attach your narrative for the eight topics to your completed application before returning it to the district office.

Updated 12/15/2010