

## **APPLICATION FORM ADMINISTRATOR / DIRECTOR**

# **West Central Community School District** Maynard, Iowa http://www.w-central.k12.ia.us/

Position for which you are applying:					
A. PERSONAL INFORMATION					
Name	(last name)	(first name)	(middle initial)		
Home Address					
City, State, Zip					
Work Address					
City, State, Zip					
Home Phone	Work Phone _		Fax Number		
Email Address	Date	e Application Sub	mitted		
B. CURRENT POSIT	ION (please respond to e	ach item)			
Present Title			Since		
Employer					
Employer Address					
City, State, Zip					
K-12 Enrollment Number of FTE Staff (district wide)					
Present Annual Salary \$ Number of FTE Staff (You are responsible for)					
Length of Present Cor	ntract (years)	Current Contra	ct Expires When		

### C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

### D. ADMINISTRATIVE AND TEACHING EXPERIENCE

Please list administrative experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed			
			1 -7			
(Please explain any gap	os in employment—if any.	)				

#### E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City and State	Specific Years Employed

F. REFERENCES—Pleand who may be con	ease list four individuals who are very familiar with your professional work ntacted.
Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	
Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	
A	
Name of Individual	
Official Position	
Business Phone Home Phone	
Email Address	
Elliali Address	
Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	
following questions:  1. Why do you wan  2. What experiency you use that expenses the second	ONSE—On a separate sheet (s) of paper, please respond to each of the nt to be an administrator for the West Central Community Schools?  e do you have specific to the position you are applying for and how would be
	FINCTIONS—List degrees, honors, commendations, elective or or other distinctions received.

I.	ple	BACKGROUND INFORMATION—If you answer "yes" to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:				
	1.	Have you ever been convicted of a violation of law other than a minor traffic violation? (The term "conviction" includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)  yes no				
	2.	Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? yes no				
	3.	In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state? yes no				
	4.	Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline? yes no				
	5.	Has there been any incident that could affect your ability to lead this District? yes no				
J.	CU	IRRENT EMPLOYMENT STATUS				
	1.	Do you currently hold a valid Iowa Principals endorsement for this level? yes no				
	2.	Do you currently hold a valid Iowa Evaluator Approval endorsement? yes no				
	3.	Are you currently under contract for any school district next year? yes no				
K.		<b>ITHORIZATION</b> —Please read carefully and then sign your name if you agree to the terms this understanding.				
	hav pro hire	ereby certify that the statements made by me in this application and all related information which I by provided are true, accurate, and complete to the best of my knowledge. I understand that if I by vide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am ed, I will be subject to disciplinary action or dismissal regardless of the date on which the District covers the violation of its policy regarding application form dishonesty.				
		Signature of Applicant Date				

L.	ADDITIONAL	AUTHORIZA	<b>TION</b> —Plea	se read	carefully	y, then	sign and	date.
----	------------	-----------	-------------------	---------	-----------	---------	----------	-------

I acknowledge that the position of school administrator at West Central Community School District is a position of public trust and I specifically authorize the Board of Directors, or its agents, with respect to this application to contact my references, to investigate my background, and to make such other inquiries as the Board in its discretion deems relevant to assess my qualifications for the position of administrator. I authorize former employers, my references or any other person contacted by the Board or its agents in investigating the merits of my application to disclose personnel records and appraisals of my performance or information about my qualifications for a position at West Central Community School District, and release them from any liability for such disclosure.

merits of my application to disclose personnel records and appraisals of my performance or information about my qualifications for a position at West Central Community School District, and release them from any liability for such disclosure.			
I further understand that if I apply for employment with the Discheck of my criminal background. I agree to sign a DCI Crimi authorizing the District to obtain a check of my criminal history all information necessary to obtain this criminal background of	inal Background Check Waiver y, and I further agree to provide		
Signature of Applicant	Date		
STATEMENT OF APPLICANT'S RIGHTS—Please read care	efully, then sign and date.		
I hereby request that this application and any applicable materials and all information obtained with respect to my application be kept confider materials and all information obtained with respect to my application of the Board; and that if I am interviewed, the initial in with/of the Board with respect to my application be in closed to prevent needless or irreparable injury to my reputation. Unsuch communications available for general public examination irreparable injury to my reputation and would discourage my administrator for the West Central Community School District am designated as a finalist, my final interview with the Board may, at the discretion of the board, be in public.	erials be kept confidential; that ntial; that my application lication be considered in closed aterviews and the deliberations session with the Board in order nauthorized disclosure or making in could cause needless application for the position of . I further understand that, if I		

М.

Signature of Applicant

Date

#### N. APPLICATION INFORMATION

1. All application materials should be returned to:

West Central Community Schools 305 Pember Street PO Box 54 Maynard, Iowa 50655

- 2. Applicants, and/or their designees, are asked not to contact members of the Board of Directors during this search process.
- 3. Screening for this position will continue until the position is filled.
- 4. In order to be considered for this position, your application materials must include the following (please do not staple or bind your application materials):
  - a. a letter of application
  - b. completed application form (including signatures)
  - c. resume'
  - d. four recent letters of recommendation regarding your professional work (credentials will suffice if the information is current)
  - e. a copy of (or documented evidence of eligibility) a current lowa school principal's endorsement—including your evaluator approval
  - f. photocopy of college/university transcripts
- 5. For further information contact:

West Central Community Schools 305 Pember Street PO Box 54 Maynard, Iowa 50655 Phone: 563-637-2283

THE WEST CENTRAL COMMUNITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. THE DISTRICT DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.