

SCHOOL ADMINISTRATOR APPLICATION

Box Elder School District
960 South Main
Brigham City, Utah 84302

Date: _____

Name: _____ / _____
(Last, First, Middle) Social Security #

Address: _____ / _____ / _____ / _____
Street City State Zip

Home Phone: _____ Alternate (message) phone: _____

U.S. Citizen (Or authorization to work in the USA) Yes No

School district for which I wish to be considered (Mark all for which you want to apply):

Box Elder Cache Weber Logan

Please consider my application for the following:

High School Principal High School Asst. Principal
Middle School Principal Middle School Asst. Principal
Intermediate School Principal Intermediate School Asst. Principal
Elementary Principal

Do you hold a current Utah Administrative/Supervisory License? Yes No

If "No" - When do you expect to obtain one? _____

If "Yes" - Expiration date: _____

SUBMIT THE FOLLOWING INFORMATION WITH APPLICATION:

Note: Because application documents are not retained indefinitely by the district, you will need to submit all the items each year you apply. Therefore, please keep copies of documents you submit.

1. Resume/Vita
2. Three letters of recommendation
3. Transcript reflecting most recent degree
4. Copy of Utah Certification

EXPERIENCE:

Total years of teaching experience: _____

Total years of administrative experience: _____

Years of experience by category:

_____ Teacher/Counselor	_____ Elementary Principal
_____ Intermediate School Asst. Principal	_____ Intermediate School Principal
_____ Middle School Asst. Principal	_____ Middle School Principal
_____ High School Asst. Principal	_____ High School Principal

PRESENT EMPLOYER:

_____/_____/_____/_____/_____
Company/District Name Street Address City State Zip

_____/_____/_____
Immediate Supervisor Title Telephone Number

_____/_____/_____
Your position or title Number of years in position Telephone Number

PAST EMPLOYER (If any):

_____/_____/_____/_____/_____
Company/District Name Street Address City State Zip

_____/_____/_____
Immediate Supervisor Title Telephone Number

_____/_____/_____
Your position or title Number of years in position Telephone Number

Please attach sheet listing additional previous employers if applicable.

CRIMINAL OFFENSE:

Have you ever been convicted of:

- a . A sex-related crime which involved force or minors? Yes No
- b . A crime involving violence or the threat of violence? Yes No
- c . A crime involving drugs or alcoholic beverages? Yes No
- d . Anything other than a minor traffic violation? Yes No
- e . Have you ever been convicted, plead guilty, plead no contest, or been sentenced for any other offense? Yes No

If you answered yes to any of these questions, please explain indicating the charge and the disposition. If you are presently charged or under indictment for a criminal offense, upon a finding or plea of guilty you shall provide that information to the Box Elder School District.

I certify that all of the application information is true and complete. I further agree that if I have provided false, misleading, or incomplete information, the district may disqualify me as an applicant or terminate my employment immediately. I authorize the Box Elder School District to inquire with former employers and/or references and to obtain any and all information regarding my job related background and qualifications. I release and waive the Box Elder School District, my former employers, and all referenced from any and all liability in obtaining or disclosing such information. I also recognize that in accordance with Utah state law, the district may conduct a criminal background check. I hereby waive my right to further written notice of such. I understand that if employed, the employment is temporary pending completion of all required documents and the outcome of work history and background investigations.

Signature:

Date:

The Box Elder School District is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate with regard to race, religion, national origin, sex, gender, or physical or mental disability, except where justified to meet a bona fide occupational requirement.