

Boundary County School District No. 101

Administrative/Supervisory Application

Boundary County School District No. 101
7188 Oak Street
Bonners Ferry, ID 83805
Date of Application _____

Office Use Only: Date Received: _____

I-9 W-4 Fingerprints

Boundary County School District No. 101 is committed to providing equal employment opportunities for all persons without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and the District complies with the requirements and objectives of applicable state and federal laws.

Personal Contact Information

First Name	Initial	Last Name		
Address: _____				
Current Number and Street	City	State	ZIP Code	
_____	(_____)	_____		
Mailing Address	_____	Home Telephone Number		
_____	(_____)	_____		
City, State, Zip Code	_____	Permanent Telephone Number		
_____	(_____)	_____		
E-mail	Cell Phone Number			
_____	_____			
With whom could a message be left?	Name	Phone Number		
_____	_____	_____		
Have you ever used another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state here: _____				
Have you ever worked for the Boundary County School District No.101 before? <input type="checkbox"/> Yes <input type="checkbox"/> No From: _____ To: _____				
If yes, please provide your name as it appeared on our payroll records: _____				

Do you have the legal right to work in the United States? __Yes __No. Please note that the Immigration Reform and Control Act of 1986 requires employers to verify the right to work of all new hires, therefore, if you answer "yes" you will be required to provide the Boundary County School District with verification of this right after the decision is to hire has been made.

Position Information

For what type of Administrative position would you like to be considered?

Intern Principal Assistant Principal Elementary Principal Middle School Principal Secondary Principal Supervisor

What would be your availability date, if hired? _____

Education

High School	Location:	Did you receive a diploma?	
		Yes	No (Circle One)
College or University	Location	Dates	Degree
Other	Location	Dates	Degree

Do you hold a license or certificate which pertains to the position you are applying for? Yes No

Certificates or licenses held:

- 1 _____
- 2 _____
- 3 _____

Major Field or Special Training (Include Post-Graduate Hours)			
Institution Name	Location (City, State)	Subject Area	Number of Semester Hours

Minor Field			
Institution Name	Location (City, State)	Subject Area	Number of Semester Hours

Training Earned Since Last Degree			
Institution Name	Location (City, State)	Subject Area	Number of Semester Hours

Credits Beyond Degree: (1 Quarter Unit = 2/3 Semester Unit)

Number of semester units beyond BA or BS degree: _____
 Number of semester units beyond MA or MS degree: _____

Graduate work is defined as any work given by an accredited college or university acceptable toward meeting requirements for an advanced degree or credential and taken after the date the BA degree is received. Prior to employment, official transcripts of all college and university work are required to be submitted before a contract can be issued.

List the Scholastic Honors you have received: _____

Essay Question

Please respond to a minimum of 3 of the following questions on a separate sheet of paper.

Describe any special study or programs of which you have been in charge or that have added to your professional effectiveness and expertise.

If you are especially qualified in any particular branch of your profession, state the area and the training and experience you have had.

What does data driven student accountability mean to you?

How will you assist staff so they are able to integrate computer technology into their instructional program?

What does differentiated instruction mean to you?

Legal Information

Have you ever resigned and/or been dismissed from a position, whether employment or otherwise, because you were accused of an incident of sexual misconduct or harassment of a person under the age of 18 years? Yes No If yes, a written explanation is required. **Is anyone living at the same address required to register for the Sex Offender Registry? Yes No If yes, a written explanation is required.**

Have you ever been convicted of any crime? (Traffic infractions and motor vehicle violations classified as felonies must be included.) Yes No If yes, give the date, place, nature of offense, and circumstances in box below. Include all guilty pleas, withheld judgments, pleas of nolo contendere, and other convictions.

Date	Location	Conviction	Disposition

It is your responsibility to determine the nature of your criminal record. Failure to include any criminal convictions will be considered a deliberate misrepresentation and may result in dismissal. A conviction will not automatically disqualify the applicant or applicants from the job applied for. The seriousness of the crime and the date of the conviction will be considered.

The Boundary County School District No. 101 will treat answers to the questions above as confidential and no disclosure will be made without the applicant's permission.

Please Read This Section Carefully

I hereby authorize the Boundary County School District No. 101 to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

I understand that the Boundary County School District No. 101 does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand if selected as a finalist I will have a criminal records check to be conducted through the Department of Law Enforcement. This check requires fingerprinting of the new employee. There will also be a screening completed through the Central Sex Offender Registry of Idaho.

In the event I am employed by the Boundary County School District No. 101, I agree to abide by all its applicable policies and procedures. *My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.*

Date _____

Signature of Applicant _____

Administrative/Supervisory Applicant Employment History (List most recent first)

Employer:	Location (City & State):	Phone:
		Dates of Employment:
Position:	Supervisor:	
Duties:		
Reason for Leaving:		

Employer:	Location (City & State):	Phone:
		Dates of Employment:
Position:	Supervisor:	
Duties:		
Reason for Leaving:		

Employer:	Location (City & State):	Phone:
		Dates of Employment:
Position:	Supervisor:	
Duties:		
Reason for Leaving:		

References/Transcripts

Please provide:

1. Three (3) current professional references capable of assessing your ability to perform the work for which you are applying. It is your responsibility to have them submit reference letters to the Personnel Office for your application file.

AND/OR

Your placement file to the Personnel Office.

2. Each applicant is required to send a copy of all his/her transcripts (from each institution attended) to the Boundary County School District No. 101 Personnel Office when application is made. If a contract is issued, official transcripts must be submitted.

Note: An experienced teacher or administrator must provide the school district with a current evaluation of teaching and/or administrative work performances in the placement folder or by direct mail. Confidential papers sent to us will only be used within our school district.

These documents can be mailed to the Personnel office at the following address:

**BOUNDARY COUNTY SCHOOL DISTRICT NO. 101
 Personnel Office
 7188 Oak Street
 Bonner Ferry, ID 83805**

Policy History:

Adopted on: AUGUST 15, 2006

Revised on: January 24, 2013

PROFESSIONAL EXPERIENCE REPORT

SECTION 1: TO BE COMPLETED BY APPLICANT

Fill out the top portion of the Professional Experience Report and send the form to your employer(s). When this form has been returned to you, include it in your application packet. Professional experience gained while holding a teaching certificate is the only experience accepted.

Name-Last, First, Middle	Maiden/Former Name
Address	Date of Birth
City, State, Zip	Social Security Number
Telephone:	
Business	Home

SECTION 2: TO BE COMPLETED BY EMPLOYER

Based on personnel records, this statement **MUST** be prepared and signed by the superintendent or the clerk of the school district or private school where the applicant was employed. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return the completed form directly to the applicant.

TEACHING EXPERIENCE	FROM	TO	TOTAL MONTHS FULL-TIME TEACHING
ELEMENTARY Grades Taught			
SECONDARY Grades and/or Subject Taught			
SPECIAL EDUCATION			
OTHER EXPERIENCE			
School District	Signature of Superintendent or Clerk		Address (use address stamp if available)
Telephone ()	Title		Date

RETURN COMPLETED FORM TO APPLICANT