

DEADLINE
Oct 30, 2009
4:30 p.m.

ADMINISTRATIVE APPLICATION

Jordan School District
7387 S. Campus View Drive
West Jordan, Ut 84084-5500
(801) 567-8150 – Fax (801) 567-8056

Name Dr./Mr./Ms. _____
(Circle One) Last First

Address _____
Street City State Zip

Home Phone _____

Cell Phone _____

E-mail Address: Home _____ Work _____

INTEREST:

Check the areas of administration for which you are making application:

Elementary School Principal

Elementary School Asst. Principal

District Office

Middle School Principal

Middle School Assistant Principal

Special Schools

High School Principal

High School Assistant Principal

Specify which department(s):

Candidate must hold a current Utah Administrative/Supervisory license.

(If you will **not** be properly licensed by July 1, 2010, please do **not** submit this application, as you will **not** be considered for employment for the 2010-2011 school year. A copy of your license **must be attached** to this application or, if you **will** complete licensure requirements by July 1, 2010, a letter from a university stating such **must be attached**.)

Expiration Date of License: _____ Comment, if any _____

EXPERIENCE: (Must have **at least five years** previous licensed full-time teaching and/or administrative experience.)

A full-time internship, either as a teacher or administrator, will count as one of the five qualifying years.)

Total yrs. full-time licensed public school teaching exp. _____ Total yrs. licensed exp. in Jordan District _____

Total yrs. licensed administrative experience _____ Total yrs. admin. exp. in Jordan District _____

Number of years experience (during which you were paid on an administrative salary schedule) you have served in

each of the administrative areas listed below:

Elementary School Principal _____

Elementary Asst. Principal _____

District Office (specific positions held):

Middle School Principal _____

Middle School Asst. Principal _____

High School Principal _____

High School Asst. Principal _____

Special School Principal _____

Administrative Internship _____

EMPLOYMENT:

Place of Employment (Current) _____
District School (if applicable)

Address _____ Phone (_____) _____
Street or P.O. Box Area Code

City State Zip

Your Current Position _____

Immediate Supervisor _____ Phone _____

When may we contact your current employer? Immediately After interview Notify me prior to contact

Have you retired from the Utah State Retirement System? Yes No

Do you have relatives who work for Jordan School District? Yes No

If so, who? _____ Where? _____

CONTRACT TEACHING / ADMINISTRATIVE EXPERIENCE:

(Please list specific schools. **Reference to an attached resume cannot be accepted.**)

School	District/County	Address	State	Grade/Subject	Full or Half	Dates	
						From	To

THE INTERVIEW:

FULL-DAY

Jordan School District has adopted a very comprehensive interviewing process. You will be notified of the specific day and time of your interview at a later date. **Some candidates may have previously participated in the full-day interview. Please indicate if this applies to you:** Yes No If you have checked 'yes', provide the year in which the interview took place. Year: _____ **Applicants who interviewed last year may not apply this year, however, may apply again next year (October 2010).**

SECOND ROUND INTERVIEW

If you have previously participated in the full-day interview procedure with Jordan School District and received notification that you were placed in the administrative pool, you must submit a letter of interest and a copy of your administrative license and you will be contacted to participate in the SECOND ROUND INTERVIEW process, which is a short (15 minute) interview.

This completed application, along with the materials listed below, will place your name on the active candidate list, and you will be considered for all positions for which you made application on **this** form.

INSTRUCTIONS FOR MAKING APPLICATION:

Please submit with this application a **current resumé**, which is **not** to exceed two pages (2 pgs.one-sided). You **must include in the resumé** the following information: **1)** your work experience; **2)** professional references **with current phone numbers**; and, **3)** a short paragraph outlining/detailing why you think you should be considered for an administrative position in Jordan School District.

Applicants for administrative positions **MUST** hold a **current Utah Administrative/Supervisory license**. A copy of this license, or a letter from a university stating that you will be properly licensed by July 1, 2010, **must be attached to the application**.

Note: Applicants who do not provide all of the requested information and materials will be disqualified. All applications and requested materials become the confidential property of Jordan School District, and **will not be returned to, or copied for the applicant.** If you desire copies, please make them before you submit your application. *This application will remain active for administrative positions until January 1, 2011.*

Have you ever:

- a. been convicted of a violation of law other than a minor traffic violation? Yes No
 - b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding? Yes No
 - c. been placed on probation in conjunction with a criminal charge or conviction? Yes No
 - d. been released from or denied a return contract? Yes No
 - e. had disciplinary action against your license or had it revoked or suspended? Yes No
- Are any criminal charges or proceedings pending against you? Yes No

If you have answered yes to any of the above, provide a letter of explanation.

In accordance with Utah State Law, Jordan School District will conduct a criminal background check, and I hereby waive my rights to further written notice of such.

Applicant Signature _____ **Date** _____