



ADMINISTRATIVE EMPLOYMENT APPLICATION

Thank you for your interest in Logan City School District. If you need assistance with the application process, please contact our Human Resource Office at (435) 755-2300, Ext. 1005. You will be contacted if you are selected for an interview. Please note, **incomplete applications will not be given consideration.**

APPLICANT INFORMATION

Date of Application _____

Full Name _____ Social Security Number _____ - _____ - _____

Mailing Address _____ City _____ State _____ Zip Code _____

E-mail Address _____

Home Phone (Include Area Code) _____ Cell Phone (Include Area Code) _____

Positions for which you are applying:

- Elementary Principal
 Middle School Assistant Principal
 Middle School Principal
 High School Assistant Principal
 High School Principal
 District Director
 Superintendent

Languages, other than English, you speak proficiently _____ Date available for hire _____

PERSONAL INFORMATION

Y	N	Are you able to perform the essential job functions of the position with or without reasonable accommodation?
Y	N	Do you have the legal right to work in the United States? (Proof of citizenship or immigration status must be submitted upon hire. If you do not have current INS Authorization, employment will not be continued.)
Y	N	Do you claim veteran's preference? If yes, what preference(s) are you claiming? A copy of supporting documentation must be attached.
Y	N	Are you presently under contract with any school district? If yes, please list the district and reason why you want to change positions.
Y	N	Have you ever had disciplinary action from an employer or been released from employment? If yes, please attach a statement explaining the circumstance.
Y	N	Have you ever been discharged or resigned in lieu of termination from a former employer? If yes, please attach a statement explaining the circumstance.
Y	N	Have you ever been refused tenure, non-renewed, suspended, or terminated from a former employer? If yes, please attach a statement explaining the circumstance.
Y	N	Have you ever had any action, sanction, or discipline taken against your teaching license or are you currently under investigation? If yes, please attach a statement explaining the circumstance
Y	N	Have you ever had disciplinary action or had your license revoked or suspended? If yes, please attach a statement explaining the circumstances.
Y	N	Are you currently drawing a retirement benefit from the Utah Retirement System?
Y	N	Have you ever been previously employed by the Logan City School District? If yes, please provide the information about your employment: Date _____ Position _____ Location _____ Supervisor _____
Y	N	Do you have relatives currently working for the Logan City School District? If yes, please list: Name _____ Relationship _____ Position _____ Location _____ Name _____ Relationship _____ Position _____ Location _____

BACKGROUND INFORMATION

The following questions assist in determining a prospective employee’s fitness as an applicant. Answers are subject to verification by a police agency. A “yes” answer does not automatically disqualify an applicant. Each application will be reviewed and evaluated on an individual basis.

Y	N	Have you ever been convicted of a violation of law other than a minor traffic violation? If yes, please explain:
Y	N	Have you ever pleaded guilty and had your guilty plea(s) held in abeyance in a criminal charge? If yes, please explain:
Y	N	Have you ever been placed on probation in conjunction with a criminal charge or conviction? If yes, please explain:
Y	N	Are any criminal charges or proceedings pending against you? If yes, please explain:
Y	N	Have you ever been arrested or charged with violations of law involving minors, sex, lewdness, or abuse? If yes, please explain:
Y	N	Have you ever been arrested or charged with a sex-related offense which involved force or minors? If yes, please explain:
Y	N	Have you ever been arrested or charged with a crime involving violence or threat of violence? If yes, please explain:
Y	N	Have you ever been arrested or charged with a crime or criminal activity involving drugs or alcoholic beverages including a DUI? If yes, please explain:

CREDENTIALS

Y	N	Do you hold a current teaching license? If yes, from which state? _____ When will it expire? Month _____ Year _____ What area of content is on your license? _____ What endorsements are on your license? _____
Y	N	Do you hold a current Utah Administrative/Supervisory License? If yes, when will it expire? Month _____ Year _____ If no, expected completion date _____

EDUCATION (Please list most recent degree first.)

Institution and Location	Graduated	Degree	Major	Minor
	Yes No			
	Yes No			
	Yes No			

Number of semester credits (1 quarter credit = .66 semester credit) beyond Master’s Degree _____

College grade point average based on an A=4 point scale _____

CURRENT EMPLOYMENT

Are you presently employed? Yes No

Name of Current Employer	Supervisor	Telephone Number	Position Held	Dates
		()__-__		From To

TEACHING EXPERIENCE (Total years of contract teaching experience = _____)

District and School	Grades/Subject Taught	Principal	Telephone Number	Dates
			()__-__	From To
			()__-__	From To
			()__-__	From To

ADMINISTRATIVE EXPERIENCE (Total years of administrative experience = _____)

District and School	Position Held	Supervisor	Telephone Number	Dates
			()__-__	From To
			()__-__	From To
			()__-__	From To

REFERENCES (Please list principals, supervisors, etc., who have knowledge of your administrative experience.)

Name of Reference	Telephone Number	Position/Title	Association
	()__-__		
	()__-__		
	()__-__		

APPLICATION PROCESS

Please bring, fax (435-755-2311), or mail the following application materials to: Logan City School District, 101 West Center, Logan, UT 84321.

1. Completed Logan City School District Administrative Application
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position for which you are applying
3. Current resume including details of past administrative experience
4. Three letters of recommendation written within the past six months
5. Official transcripts of all college and university credit
6. Recent teaching or administrator evaluations
7. Proof of Utah Administrative/Supervisory License or ability to obtain a Utah Administrative/Supervisory License
8. Other items as indicated on the Notice of Vacancy

PLEASE READ AND SIGN INDICATING YOU UNDERSTAND EACH OF THE FOLLOWING:**DISCLOSURE AND INFORMED CONSENT FOR EMPLOYMENT / REFERENCE CHECKS AND RELEASE OF LIABILITY:**

I understand that past and present employment as well as references may be checked by Logan City School District ("the District"). My signature constitutes consent for past and present employer(s) and other references to disclose any and all information, including disciplinary records and background check results which may be pertinent to my employment, to the District. Further, I understand that if I am hired, any information obtained or maintained by the District may be disclosed to any future subsequent potential employer of mine who contacts the District for an employment or reference check.

I hereby waive any right to see any written material submitted to the District in response to the above inquiries or notes of oral communication relative to such inquiries. I understand that if I am hired by the District any information received in response to the above inquiries is placed in my personnel file, and I may be denied the right to inspect such material(s).

By signing below, I agree to release the District from any action for damages relating to the District's refusal to hire me as a result of information obtained during a reference or background check. I agree to release the District from any action for damages relating to information disclosed by the District to any future subsequent potential employer of mine who contacts the District for an employment or reference check.

I understand that providing false information to the District as part of the application process will be grounds for rejecting an application with no further consideration for the position; or, if such false information is discovered after hire, I will be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution. By signing below, I agree to release the District from any cause of action for damages as a result of the District's termination of my employment as a result of falsifying any information included in this application.

Signature _____ Date _____

REPORT OF ARREST:

I understand any employee of the Logan City School District who is arrested for violation of the law must report such arrest to the Director of Human Resources within 48 hours.

Signature _____ Date _____

POLICY ON DISCRIMINATION AND HARASSMENT:

In keeping with Federal Equal Employment Opportunity Commission (EEOC) guidelines, the Logan City School District strongly disapproves of discrimination and harassment which is defined as unwelcome conduct, whether verbal or nonverbal, which disadvantages persons or is demeaning or derisive to individuals or groups of people and occurs substantially because of race, color, national origin, sex, religion, pregnancy, disability, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law which creates a hostile work or learning environment for any student or visitor. Violation of this policy may result in immediate disciplinary action against any student or visitor. Violation of this policy by a Logan City School District employee may result in immediate disciplinary action including but not limited to termination. Any individual who finds he/she is a victim of such conduct is strongly encouraged to report it. He/she is assured that he/she will suffer no retaliation because of the report.

Signature _____ Date _____

Logan City School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, or physical or mental disability, except where necessary to meet a bona fide occupational quantification or business necessity. If you are a qualified individual with a disability who needs assistance with the application process, please contact our Human Resource Office at (435) 755-2300.

1/2016