

**ADA EXEMPTED VILLAGE SCHOOLS
725 W. NORTH STREET
ADA, OHIO 45810**

ADMINISTRATOR'S APPLICATION

Date of Application: _____ Date Available: _____

Social Security #: _____ - _____ - _____

Name: _____
Last
First
Middle

Present Address: _____
Street
City
State
Zip

Telephone: Home (____) _____ - _____ School/Work (____) _____ - _____
Area Code
Area Code

EDUCATIONAL BACKGROUND: List the high school, colleges and universities that you have attended along with the degree earned:

<u>High School, Colleges, Universities attended</u>	<u>Degree</u>

Position Sought: _____

Expected Salary and Benefits: _____

CONTRACT STATUS: Please give a brief explanation of your current contract status.

Current district/company: _____

Expiration date: _____

Contract type: _____

CONTRACT: Have you ever had a teaching contract or administrative contract non-renewed in Ohio or another state for any reason? ____Yes ____No If yes, please explain:

CERTIFICATION: Please list all valid certificates that you currently hold and include photocopies of certificates with this application.

DISTRICT INFORMATION FOR WHICH YOU HAVE HELD AN ADMINISTRATIVE POSITION

List in reverse chronological order, the districts and the facts pertaining to each for which you have served in an administrative position.

<u>School District Name</u>	<u>Position</u>	<u>Number of Years</u>	<u>Dates From</u>	<u>Dates To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total years of full-time administrative experience: _____

WORK EXPERIENCE OTHER THAN PUBLIC EDUCATION: Please list non-teaching work experience that have helped to develop your all-around people skills.

QUESTIONS: Please answer the following questions in your own handwriting, using the space provided.

1. What are your competencies, skills, and strengths that you feel qualify you for this position?

2. Describe your views on the relationship between school and community.

3. Briefly explain your educational philosophy.

4. How would you keep the Board of Education updated between monthly board meetings?

5. How would you use district test data?

6. Why do you want to work for the Ada Exempted Village School District?

REFERENCES: List below names of professional references and community people who have first-hand knowledge of your professional work, character, personality and scholarship.

	Name	Address	Phone	Title
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

COMMUNITY & PROFESSIONAL ORGANIZATIONS: Please list community and professional organizations in which you actively participate, in either your hometown or school community.

ETHICAL STANDARDS: Have you experienced any problems with your conduct or misconduct or allegations of either that have brought your character into issue outside or inside of school/work?

____ Yes ____ No If the answer is yes, please explain on a separate sheet.

Have you ever been convicted of any crime that is a misdemeanor or felony?

____ Yes ____ No If the answer is yes, please explain on a separate sheet.

RECORDS CHECK: The Ada School System routinely completes a records check on new employees and your initials are needed to indicate that you grant permission for the district to complete a police/BCI/FBI records check if you are placed in final consideration for this position.

I have no problem with submitting to a records check: _____

CERTIFICATION OF APPLICANT:

I hereby authorize the Ada Exempted Village schools to obtain from my employers all data needed to support this application. I hereby authorize Ada Exempted Village Schools to obtain from the references listed any information needed to support this application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

Signature of Applicant: _____ Date: _____

*ADA EXEMPTED VILLAGE SCHOOLS is an equal opportunity employer.
Ada Schools does not discriminate based on sex, age, handicap, race, religion, color or creed.*