

Application Form
PRINCIPAL

UNIFIED SCHOOL DISTRICT 339
JEFFERSON COUNTY NORTH
Nortonville - Winchester, Kansas

Date _____ Position Desired _____

Name _____
(Last) (First) (Middle)

Residence Address _____

Home Phone _____ Cell Phone _____ Email _____

Date of candidate's availability _____

Present Condition of Health _____

Do you have any physical conditions which might limit your ability to perform the job for which you are applying?
☐ Yes ☐ No.

If "Yes" describe. _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No.

Have you ever been convicted of or plead guilty or nolo contendere to a felony or any offense involving moral turpitude? ☐ Yes ☐ No.

If "Yes" describe. _____

Please address Applications to:

Superintendent
USD 339
310 5th Street
Winchester, Kansas 66097
913-774-2000

An Equal Employment/Educational Opportunity Agency:

USD 339, Jefferson County North does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, Compliance Coordinator who can be reached at (913) 774-2000, USD 339, 310 5th Street, Winchester, Kansas, 66097, or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

OFFICE USE ONLY

Application Received _____ Credentials Received _____

Dates/Time Interviewed _____

Interview Results _____

EDUCATION AND PROFESSIONAL TRAINING

Please list all undergraduate and postgraduate credit.

High School	Location	Graduation Date	Honors

Colleges/Universities and Locations	Dates Attended From To	Major Field of Concentration	Degree and/or Semester Hours	Graduation Date

EMPLOYMENT HISTORY

Please list all present and past employment, beginning with the most recent. (Attach an additional sheet if necessary.)

Employer's Name, Address, and Telephone Number	Dates of Employment	Briefly describe your position	Name of supervisor
	From: To:		
Employer's Name, Address, and Telephone Number	Dates of Employment	Briefly describe your position	Name of supervisor
	From: To:		
Employer's Name, Address, and Telephone Number	Dates of Employment	Briefly describe your position	Name of supervisor
	From: To:		
Employer's Name, Address, and Telephone Number	Dates of Employment	Briefly describe your position	Name of supervisor
	From: To:		
Employer's Name, Address, and Telephone Number	Dates of Employment	Briefly describe your position	Name of supervisor
	From: To:		

List of professional accomplishments, college honors, and activities _____

Professional memberships relevant to position applied for: _____

PROFESSIONAL DATA

1. Current Employment _____

2. Are you now under contract? _____ If so, when does your contractual obligation expire? _____

Current Salary _____ Anticipated starting salary at USD 339 _____

3. Certified Administrative levels as they appear on your Kansas Certificate _____

Issue and expiration dates of certificate: _____

REFERENCES

List only those qualified to pass judgment on your qualifications for the position you seek. Those who have knowledge of your ability as an administrator will be considered quality references; i.e., superintendents, principals, supervisors, etc. We will not be able to use your references unless you provide adequate contact information.

Name, Occupation, and Position	Address				Telephone
	Street	City	State	Zip	

The application should include:

- A completed application form;
- Candidates educational statements (see below)
- A transcript of academic training (official transcript will be required upon employment)
- Professional credentials, including three current recommendations;
- Photocopy of Kansas certificate or evidence of eligibility for Kansas certification;
- A personal resume.

I certify that all the information provided by me in this application is true, correct and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive and verify all information given on this application and I release you from all damages that may result from your doing so.

I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

I agree to observe all rules, regulations and policies of the district now in force and effect or as they may change during my employment if I am hired by the district.

I understand and agree that the board has the option of doing a criminal history records check. The board can terminate employment if the results of the criminal history records check reveal that the administrator has been convicted of any offenses specified in law.

Date

Applicant's Signature

CANDIDATE'S EDUCATIONAL STATEMENTS

Please provide a brief narrative concerning the following areas:

- *Summary of philosophy of education
- *Management skills in working with people
- *Knowledge of evaluation of programs and people
- *Understanding of classroom use of modern technology
- *Your reasons for wishing to be a principal in our district