

# Administrator Application

## Beaverhead County High School

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Last Name	First Name	M.I.	Work Phone	Home Phone
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Home Address	City	State	Zip
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Work Address	City	State	Zip
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**Education** (Undergraduate and Graduate)

Accredited Institution	Dates Attended	Major	Degree Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please answer the following questions** (please type an "X" in the check boxes below):

1. Do you have the legal right to work in the United States?  Yes  No
2. Are you able to with or without reasonable accommodation, perform the functions of the job for which you are applying?  Yes  No
3. Are you currently on, or have you ever been put on administrative leave with or without pay (excluding health related leave)?  Yes. Please explain \_\_\_\_\_  No
4. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  Yes. Please explain \_\_\_\_\_  No

5. I hereby certify that (check the applicable box below and provide the information requested – please note that answers to this question may not necessarily disqualify an applicant from consideration for employment):

I have not plead guilty to, nor have I been convicted of any violation of criminal law (minor traffic offenses excepted).

I have plead guilty to, or have been convicted of at least one violation of criminal law including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted). *Please attach and sign a complete description of the circumstances surrounding all convictions.*

**Employment History:** Please list all education-related employment experience, with *most recent employment first*.

Position	School District	Years (From/To)	District Enrollment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Ending date of present contract \_\_\_\_\_ Date available \_\_\_\_\_

Reason for leaving present position \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Are you currently licensed as a teacher in Montana?  Yes  No  
 (If Yes, please enclose a copy of your current Montana Teaching Certificate with endorsements shown)

If not, are you eligible for licensure?  Yes  No Have you applied for a license?  Yes  No  
 (Proof of eligibility for licensure must be provided at time of interview)

I have requested my placement file to be forwarded from \_\_\_\_\_

**References:** Please list three or more persons who are knowledgeable of your professional work experience.

Name	Position	City/State	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**Community Service and Honors:**

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**Professional Organizations, Memberships, Offices Held:**

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If selected as a finalist, I authorize representatives from Beaverhead County High School to contact the following to discuss my qualifications:

References	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Professional and Support Staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current and Previous Employers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current and previous Employees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Community Members	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Criminal Background Check	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Questions:** In order to assist us in evaluating your potential for employment with Beaverhead County High School, please answer each of the following questions in two hundred (200) words or less per question on an additional sheet of paper.

1. Why do you want to be the Assistant principal at Beaverhead County High School?
2. Describe your past experiences in which you have most influenced a school?
3. What do you perceive as your greatest strengths as an educational leader?
4. As an assistant principal, what communication approaches are (would be) most effective for you?
5. What methods or approaches do (would) you utilize in the decision making process?

**Equal Opportunity Employer**

Beaverhead County High School prohibits discrimination against harassment of any person employed by or seeking employment with the school district because of race, religion, color, sex, national origin or because of age, physical or mental disability, or genetic information, when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

**Drug Free/Tobacco Free Policies**

The school district is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

*I hereby certify that all statements made on this application are true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of the application or termination of employment. I hereby authorize the Beaverhead County High School District or its agents to conduct work history checks, reference checks and background checks to verify statements on this application form and other materials as provided as part of my employee application. The information gathered through these checks will become part of my permanent employment file.*

## **NOTICE AND ACKNOWLEDGMENT OF PROCESS**

I understand that once my application materials have been received by the District for which I am submitting this application, my application materials may be disclosed to the public upon request.

If I am selected as a finalist, my name and other information about me included in my application materials may be disclosed to the public through a press release. I further understand that if I am selected as a finalist, I will be required to submit to a federal criminal background check in accordance with federal law and District policy.

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Signature

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Date

*Please return this application form to:*  
**Beaverhead County High School**  
**Mr. Gary Haverfield, Superintendent**  
**104 North Pacific**  
**Dillon, MT 59725**  
**[ghaverfield@bchsmt.com](mailto:ghaverfield@bchsmt.com)**  
**Phone: (406) 683-2361**  
**Fax: (406) 683-5263**