



**APPLICATION FORM  
ADMINISTRATOR / DIRECTOR**

**West Central Community School District  
Maynard, Iowa**

<http://www.w-central.k12.ia.us/>

Position for which you are applying: \_\_\_\_\_

**A. PERSONAL INFORMATION**

Name \_\_\_\_\_  
(last name) (first name) (middle initial)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_ Date Application Submitted \_\_\_\_\_

**B. CURRENT POSITION** (please respond to each item)

Present Title \_\_\_\_\_ Since \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

K-12 Enrollment \_\_\_\_\_ Number of FTE Staff (district wide) \_\_\_\_\_

Present Annual Salary \$ \_\_\_\_\_ Number of FTE Staff (You are responsible for) \_\_\_\_\_

Length of Present Contract \_\_\_\_\_ (years) Current Contract Expires When \_\_\_\_\_

**C. EDUCATIONAL BACKGROUND**

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

**D. ADMINISTRATIVE AND TEACHING EXPERIENCE**

Please list administrative experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed

(Please explain any gaps in employment—if any.)

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**E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE**

Position	Employer	City and State	Specific Years Employed

**F. REFERENCES**—Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

**G. NARRATIVE RESPONSE**—On a separate sheet (s) of paper, please respond to each of the following questions:

1. Why do you want to be an administrator for the West Central Community Schools?
2. What experience do you have specific to the position you are applying for and how would you use that experience to lead the West Central Community Schools?
3. How would you describe your leadership style?

**H. HONORS AND DISTINCTIONS**—List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

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**I. BACKGROUND INFORMATION**—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)  
\_\_\_\_\_ yes      \_\_\_\_\_ no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?  
\_\_\_\_\_ yes      \_\_\_\_\_ no
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?  
\_\_\_\_\_ yes      \_\_\_\_\_ no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?  
\_\_\_\_\_ yes      \_\_\_\_\_ no
5. Has there been any incident that could affect your ability to lead this District?  
\_\_\_\_\_ yes      \_\_\_\_\_ no

**J. CURRENT EMPLOYMENT STATUS**

1. Do you currently hold a valid Iowa Principals endorsement for this level?  
\_\_\_\_\_ yes      \_\_\_\_\_ no
2. Do you currently hold a valid Iowa Evaluator Approval endorsement?  
\_\_\_\_\_ yes      \_\_\_\_\_ no
3. Are you currently under contract for any school district next year?  
\_\_\_\_\_ yes      \_\_\_\_\_ no

**K. AUTHORIZATION**—Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

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Signature of Applicant

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Date



## N. APPLICATION INFORMATION

1. All application materials should be returned to:

**Mrs. Kim Arndt, Business Manager  
West Central Community Schools  
Central Office Building  
305 Pember Street  
PO Box 54  
Maynard, Iowa 50655**

2. Applicants, and/or their designees, are asked not to contact members of the Board of Directors during this search process.
3. Screening for this position will continue until the position is filled.
4. In order to be considered for this position, your application materials must include the following (*please do not staple or bind your application materials*):
  - a. a letter of application
  - b. completed application form (including signatures)
  - c. resume'
  - d. four recent letters of recommendation regarding your professional work (credentials will suffice if the information is current)
  - e. a copy of (or documented evidence of eligibility) a current Iowa school principals endorsement—including your evaluator approval
  - f. photocopy of college/university transcripts
5. For further information contact:

**Central Office Building  
305 Pember Street  
PO Box 54  
Maynard, Iowa 50655**

**Phone: 563-637-2283  
Email: [karndt@wc.k12.ia.us](mailto:karndt@wc.k12.ia.us)**

THE WEST CENTRAL COMMUNITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.  
THE DISTRICT DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN,  
RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.