

Application for Administrator
White River Valley Schools
Switz City, IN 47465,

White River Valley Schools does not discriminate in hiring or employment on the basis of race, color, sex, age, handicap, religion or national origin. No question on this form is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Applicants are asked not to contact the Board of School Trustees unless requested to do so.

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— Home of
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Background Information
(Please type or print)

Name _____
Last First Middle

Present Position Business Phone Home Phone

Business Address Home Address

References: Please list the names of five (5) persons who know your professional background and qualifications. These should include school board members, university professors, and members of the community.

Name and Position Address Office Phone Home Phone

Name and Position Address Office Phone Home Phone

Name and Position Address Office Phone Home Phone

Name and Position Address Office Phone Home Phone

Name and Position Address Office Phone Home Phone

Professional Experience

Undergraduate:

Institution	Dates Attended	Major/Minor	Degree & Date

Graduate:

Institution	Dates Attended	Major/Minor	Degree & Date

Additional Educational Preparation (including specialized seminars, workshops, etc.):

Institution	Dates Attended	Major/Minor	Degree & Date

Certification Held: (Type and State)

Professional Experience and/or Employment Record (please list more recent first):

Position	Organization	Size	Dates
1.			
2.			
3.			
4.			
5.			
6.			
7.			

1.			
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Application Questions

(Please feel free to attach additional pages)

1. List in strength priority the talents and skills you possess as a successful school administrator.
2. Briefly identify your three most significant professional accomplishments (include appropriate dates).
3. What are your sources for educational practice, change and innovation?
4. Please list three professional organizations in which you have been most active.
5. Please list three community leadership activities in which you have been active and indicate the nature of this activity and community impact.

Application Questions

(Please feel free to attach additional pages)

6. Please list honors, awards, commendations, elective or appointive offices held, or other recognition received.

7. In what area(s) do you feel the least qualified?

8. Please write, in your own handwriting, a one or two page statement listing any unique qualifications, which may distinguish you from other candidates for this position.

ADDRESS ALL COMMUNICATIONS TO:

White River Valley School District
Admin Center PO Box 1470
Switz City, Indiana 47465

Signature of Applicant

Date

Should this application be treated as confidential with regard to your present employer? _____

WHITE RIVER VALLEY SCHOOL DISTRICT

Switz City, Indiana 47465

I. Request for Background Information

Employment with White River Valley School District involves contact with our student population. Please complete the following questions to help us evaluate your suitability to work with these young people. All applicants for employment are expected to provide us with this information. You are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation or omission of facts may be grounds from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you is not an automatic barrier to employment. The school corporation will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? Yes _____ No _____
*If yes, explain the circumstances on a separate sheet and attach to this application.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than being terminated? Yes _____ No _____
*If yes, explain the circumstances on a separate sheet and attach to this application.
3. Have you ever been investigated for, charged with, or pleaded guilty or no contest to any crime involving the sexual abuse of any person or indecency with a minor? Yes _____ No _____
*If yes, explain the circumstances on a separate sheet and attach to this application.
4. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceeding without entering a finding of guilty and placed you on probation or in a public service or education program? Yes _____ No _____
*If yes, explain the circumstances on a separate sheet and attach to this application.

II. Authorization and Release

I authorize White River Valley School District to check my employment history, including without limitation reference checks and to seek the release of investigatory information, including a limited criminal history that might be possessed by any private or public employer or any local, state, or federal agency. I authorize their private or public employees or local, state or federal agencies to provide Greencastle Community Schools any information they might have concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school corporation, its officials, employees, trustees or agents, or against any provider of such information.

I have read this authorization and release of all claims and I expressly agree to the terms set out herein.

Signature _____ Date _____

Please Print Name _____