

Deer Trail School District 26J

350 Second Ave., P.O. Box 129

Deer Trail, CO 80105

Telephone: 303-769-4421 Fax: 303-769-4600

Dear Administrator Applicant:

Thank you for indicating an interest in Deer Trail School District 26J Administrative Team. We are presently accepting applications for vacancies for the next school year.

In addition to the application form, you will need to make arrangements for the following information to be sent to our office to enable you to become an active candidate with us:

1. A complete and updated set of credentials or three (3) letters of reference. (Within the last two years.)
2. An updated transcript.
3. A copy of your Colorado Teaching Certificate or Colorado License.

Your application will stay on file in the District for one year, so be sure to notify the District Office of any changes in your name, address, telephone number, employment status, etc. If you have any questions regarding the status of your file, please give us a call. We welcome you as a candidate and appreciate the interest you have shown in Deer Trail School District 26J.

Sincerely,

Robin Purdy
Superintendent

ADMINISTRATIVE EMPLOYMENT APPLICATION

Deer Trail School District 26J

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Deer Trail, CO 80105
Telephone: 303-769-4421 Fax: 303-769-4600

Personal Information

Name Last First Middle Initial Social Security #

Present Address Street City State Zip Code

Until Telephone No. ()

Permanent Address Street City State Zip Code

Permanent Phone ()

Position Desired: First Choice Second Choice

Endorsed Area: Major Area Minor Area

Do you presently hold a Colorado Teaching Certificate or Colorado License? Yes No

Date Issued: Date Expires:

If "No", please explain status of application.

Are you currently under contract? Yes No If so, date available

Have you been dismissed from any teaching position for immoral or unprofessional conduct or unfitness for services? Yes No

Have you had a credential, certificate, license to teach or any area of endorsement denied, revoked, or suspended? Yes No

Have you been convicted of a felony or a misdemeanor (other than minor traffic offenses)? Yes No

If your answer is yes to any of the above questions, please provide complete details on a separate sheet stating date, charge, place and action taken.

Have you completed the Colorado Assessment Tests for licensure? Yes No
If not, which Assessment Tests have you taken?

Have you had instruction or in-services in Essential Elements of Instruction? Yes No

Organizations in which you take an active part: (mention any office(s) you have held.)

Community:

Professional:

PROFESSIONAL PREPARATION (College or University-Begin with most recent)

Dates	Name of Institution	Major	Minor	Year of Graduation	Degree

TEACHING AND ADMINISTRATIVE EXPERIENCE - Begin with most recent
(Include practice teaching if less than 2 years experience)

From Level	To	School & Level	Address	Supervisor & Phone

Total number of years in administration: _____ years

If employed in a previous teaching position, please indicate your reason(s) for departure:

WORK RELATED EXPERIENCE (Include Military - Begin with most recent)

Date	Name of Institution	Assignment	Salary

Add here any special honors, outstanding achievements, awards, etc., or individual strength not identified earlier in this application, which you feel, will assist in arriving at a true estimate of your qualifications.

In the space provided, please note what in your opinion are the major problems facing education in America today and what you feel the educational community should do to solve these problems.

What do you want to accomplish as an administrator?

How will (do) you go about finding out about students' attitudes, feelings and needs in your building?

How do you go about deciding what a building priority list should be?

What are your ideas on motivating staff and students? How would you accomplish this?

When you have some free time, what do you enjoy doing most?

How do you go about finding what students are good at? Describe how you determine the interests and skills of your students.

What do you think will (does) provide you the greatest pleasure in working in education?

If there were absolutely no restrictions placed upon you, what would you most want to do in life?

This application, when completed should be returned to the Personnel Office Deer Trail School District 26J; P.O. Box 129; Deer Trail, CO 80105. In addition to this application, Deer Trail School District 26J requires the following before consideration for employment: 1) an up-to-date transcript of all college and university hours and credits; 2) an updated set of college or university credentials which includes three (3) letters of reference; and 3) a personal interview at the request of Deer Trail School 26J.

All materials will be available to selected screening committees, District Administration and the Board of Education. All materials will be held on file for one year. If the applicant desires to renew his or her application after one year, a letter of renewal must be received no later than the first week in January. If written notification has not been received by the above date, all materials will be destroyed.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information on this application and any supplement is true and correct to the best of my knowledge. I understand that employment is contingent upon investigation of all statements contained in this application and any supplement. I also understand that an omission or falsification of information on this application or any supplement may result in refusal of, or immediate discharge from employment.

Date: _____ Signature: _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this District will be based only on your merit and on no other consideration. Please be aware that because of the number of applications received not all applicants are granted an interview.

Colorado Endorsements

Indicate the level(s) and subject(s) that you are Colorado Endorsed to teach with an “E”. Please mark the other levels and subjects that you may be qualified to teach with an “X”

Name _____
Last First Middle

K-3	4-6	K-6	5-9	7-9	10-12	7-12	K-12	Subject	Yes	No
								1. Science		
								2. Biological Science		
								3. Chemistry		
								4. Earth Science		
								5. Physical Science		
								6. Physics		
								7. Mathematics		
								8. Computer Literacy		
								9. English-Language Arts		
								10. Speech		
								11. Drama		
								12. Journalism		
								13. Social Studies (Broad)		
								14. Economics		
								15. History		
								16. Spanish		
								17. German		
								18. French		
								19. Ling. Diff./Bilingual		
								20. Ling. Diff./ESL		
								21. Business Education		
								Voc. Cert.		
								22. Home Economics		
								Voc. Cert.		
								23. Industrial Arts		
								Voc. Cert.		
								24. Art		
								25. Music Education		
								26. Instrumental Music		
								27. Vocal Music		
								28. Physical Education		
								29. Health		
								30. Drivers Education		
								31. Distributive Education		
								32. Reading		
								33. Reading Specialist		
								34. Elementary School Media		
								35. Elementary Education		

