

DEER TRAIL SCHOOL DISTRICT 26J

Application for

SUPERINTENDENT/PRINCIPAL OF SCHOOLS

1. PERSONAL INFORMATION:

Name _____
Last First Middle
Home Address _____ Telephone () _____
City _____ State _____ Zip _____
Business Address _____ Telephone () _____
City _____ State _____ Zip _____
In what language(s) are you fluent? _____
Prior Superintendent Experience? Yes No

2. PRESENT POSITION:

Please respond to each item. If you are not currently employed in a public school position, list your current position, not the most recent school position, and provide as complete information as possible.

Are you presently employed? Yes No

Title _____ Since _____
Employing Institution _____ Telephone () _____
Address _____
Street City State Zip
Total pupils enrolled _____ No. of licensed staff _____
No. of elementary schools _____ No. of middle schools _____ No. of high schools _____
Present salary \$ _____ Benefits and approximate values _____

Length of present contract _____ Expiration Date _____ Date Available _____
Reason for leaving most recent position _____

Name of immediate supervisor _____ Title _____
Phone, business () _____ Phone, residence () _____

Do you hold or are you eligible to obtain a valid Colorado Administrator's License?

Yes No Uncertain

What other certificates/licenses do you hold? _____

3. BACKGROUND CHECK:

In addition to the following information, a thorough background check will be conducted as required by state law.

- a. Have you ever been convicted of a felony, pleaded *nolo contendere* or received probation for any offense involving moral turpitude? (Moral turpitude includes, but is not limited to, such offenses as theft, attempted theft, murder, rape embezzlement and indecency with a minor.)
Yes No

If yes, state here a) the nature of the offense, b) the date of the conviction, c) the name and address of the court, and d) other pertinent details.* _____

* *Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.**

- b. Have you ever been involuntarily terminated or asked to resign from the employment of another school district? Yes No

If yes, please give the name of the district, the date and the reasons for the termination or request for resignation. _____

- c. Have you ever reached a mutual decision with an employing school board to vacate a contract prior to its expiration? Yes No

If yes, please explain. _____

- d. Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? Yes No

If yes, please explain.

4. REQUIRED NARRATIVE ITEMS, RESUME, AND REFERENCE LETTERS:

Please refer to the vacancy announcement for the essay questions and respond to them on a separate attachment clearly identified as such. Please include a current résumé and letters of reference which have been written within the past two (2) years.

5. STATED REQUIREMENTS AND INFORMATION:

- Candidates must be able to perform the essential functions of the position. The board of education may require at its own expense a complete physical exam once a conditional offer of employment is made.
- The Deer Trail board would consider applicants without a Colorado Administrator’s License; however, the license is preferred.
- All applicants without a current Colorado Administrator’s license are responsible for contacting the Colorado Department of Education, State Office Building, 201 E. Colfax Ave., Denver, CO 80203, or telephone (303) 866-6932, to determine eligibility.
- Do you want this application and all associated documents to remain confidential to the extent allowed by Colorado law? Yes No
- Colorado’s Public Records law allows applicants’ records to remain confidential, if requested in writing, until such time the applicant becomes a finalist for the position. In accordance with law, a “finalist” is defined as: 1) If fewer than seven applications for the position, all applicants are considered finalists 2) an applicant or candidate who is chosen for an interview, or 3) who is still being considered for the position 21 days prior to the board taking action on a contract. An effort will be made to notify those applicants who are considered “finalists” for the position. When an applicant becomes a finalist, all records will become available for public inspection with the exception of letters of reference or medical, psychological and sociological data.
- Applicants are asked not to contact the board of education except as otherwise requested to do so. Address application materials to:

Mr. Sanford Bell, President
Deer Trail Board of Education
PO Box 191
Deer Trail CO 80105

- It is expected that applications and other supportive materials will be received on or before April 22, 2011.
- Should this application be treated as confidential with regard to your present employer?
Yes No

A G R E E M E N T

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 district or its agents to conduct work history and personal reference checks to verify statements on this application form and other materials provided as part of my application for this position.

Signature

Date

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or disability.

If you have questions regarding the vacancy please contact:

Mr. Sanford Bell
PO Box 191
Deer Trail CO 80105
Phone 303.769.4777
Email sbell234@aol.com