

**TOOELE SCHOOL DISTRICT
92 SO. LODESTONE
TOOELE, UTAH 84074
(801) 833-1900 or (801)355-4740**

ADMINISTRATIVE APPLICATION

1. Name of applicant _____ Date _____
2. Address _____
3. Current email address _____
4. Position desired: (please specify) Elementary _____ City _____ State _____ Zip _____
Jr. High _____ Sr. High _____
5. Certificate held _____
6. Degrees: BS _____ MS _____ EdD or PhD _____
University University University
7. Date Administrative Certification Received (Month/Day/Year) _____
(If not yet received, a letter from University verifying receipt by July 1, must be submitted with this application.)
8. Present position _____ Years in current position _____
9. Total number of years in Tooele School District _____
10. Total number of years in education _____
11. Work experience:
Position Name of Employer Length of Employment
12. Have you ever been dismissed from or not reemployed in any education position?
Yes _____ No _____
Have your credentials ever been revoked? Yes _____ No _____
Have you ever been convicted of a felony? Yes _____ No _____
For each question answered yes, explain in writing the circumstances and attach to this form.
13. Do you claim Veteran's Preference? Yes _____ No _____ If yes, are you claiming as a disabled veteran, as a spouse of a disabled veteran, as a spouse of a disabled veteran not gainfully employed due to a military related disability, or as an un-remarried surviving spouse of a disabled veteran?

Persons claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing the dates of service with each application form. Veterans claiming disability must also submit a letter of verification of 30% or more disability from the Veteran's Administration dated within the last 90 days.

14. Do you have any relatives presently working for Tooele School District? Yes _____ No _____
If yes, list names, relationship and assignment: _____

(For the purpose of this application relatives include the following: father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.)

15. List any special committees you have served on in education or in your community:

16. List any positions you have held in a leadership capacity:

17. Include any other information about your background that you feel would be pertinent to this application:

18. Respond to the statements and questions below:
A. What are your strong points as an educator?

B. In what areas do you feel you need improvement?

C. What would you consider the major responsibility of the position you are seeking?

D. Why do you desire this position?

E. What has been your most significant achievement in education?

F. Suggest methods through which an administrator may grow professionally?

G. What are the characteristics of the ideal principal/assistant principal?

H. What special curriculum programs have you developed, or been involved with as a teacher or past administrator?

I. In your opinion, what educational practices seem best to motivate students to learn?

J. How would you involve teachers in the decision making process?

K. To what extent should patrons be involved in the decision making process?

L. What factors have caused you to decide to go into school administration?

M. Other comments:

Your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability except as legally required and indicated on the vacancy notice. Tooele School District provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

Signature _____

Home Phone _____

Business Phone _____

***COMPLETED APPLICATION MUST INCLUDE:**

.Resume

.Letters of Recommendation

.Transcripts

.License(s)/Certification(s)