

**Council School District No. 13
Council, Idaho**

**APPLICATION
FOR
SUPERINTENDENT**

1. PERSONAL INFORMATION:

Respond to all items.

Name _____
Last First Middle

Home Address _____ Telephone (_____) _____

City _____ State _____ Zip _____

Business Address _____ Telephone (_____) _____

City _____ State _____ Zip _____

2. PRESENT POSITION:

Respond to each item. If you are unemployed, list such as title. 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 data as possible.

Title _____ Since _____

Employing Institution _____ Telephone (_____) _____

Address _____

Street City State Zip
Total Pupils Enrolled _____ Number of Elementary Schools _____

Number of Classified Staff _____ Number of Middle/Jr. High Schools _____

Number of Certified Staff _____ Number of Senior High Schools _____

Present Salary \$ _____ Benefits and approximate values _____

Length of Present Contract _____ Expiration Date _____ Date Available _____

Reason for leaving present position _____

Name of immediate supervisor _____ Title _____

Phone-Business (_____) _____ Phone-Residence (_____) _____

Do you hold or are you eligible to obtain a valid Idaho Superintendent's Certificate? ___ Yes ___ No
What other valid certificates do you hold? _____

3. EXPERIENCE:

Please indicate experience on resume. List in consecutive order beginning with the next most recent position following the position listed in Section 2. Include both administrative and teaching experience. List position, institution and location, the district or school size, the number of individuals supervised, the dates you were employed, your supervisor's name, title and phone number, and reason for leaving. (Please be specific.) Note any non-educational experiences with an asterisk.

4. REFERENCES:

Please list references on resume. List the name, position, business and residence telephone numbers of persons who are familiar with your character, work, personality and work habits. **Please request two of these to forward a current reference concerning your qualifications for this position. These two reference letters should be originals signed by the individual and dated within the open period for this position.** Do not include relatives or those persons with letters of reference in your placement records.

5. EDUCATION:

Please list education on resume. List name and location of school; date entered; date of degree or diploma; degree, diploma or hours; major; and minor; beginning with high school. List all graduate and undergraduate work and degrees earned.

6. HONORS AND DISTINCTIONS:

Please list on resume. List degrees, honors, awards, commendations, elective or appointive offices held, or other distinctions received.

7. MEMBERSHIPS AND AFFILIATIONS:

Please list on resume. List educational and other and note leadership roles.

8. COMMUNITY ACTIVITIES:

Please list on resume. List each activity and specify the community.

9. BACKGROUND CHECK AND INFORMATION:

In addition to the following information, a thorough background check may be made at the option of the Board of Trustees.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as 9. Background Check and Information; A, B, C and D respectively.

“YES” Answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

- A.** Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer “YES” you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).
_____ Yes _____ No

Explanation: _____

- B.** Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.
_____ Yes _____ No

Explanation: _____

- C.** Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.
_____ Yes _____ No

Explanation: _____

- D.** Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.
_____ Yes _____ No

Explanation: _____

10. CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE:

Read this section carefully and sign in the present of the witness who also shall sign below.

I, _____ [applicant’s name], have applied for employment with Council School District No. 13 to work as a Superintendent. I understand that in order for the district to determine my eligibility, qualifications, and suitability for employment, the District will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended and other individuals about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

I waive _____/do not waive _____ (initial only one) my right to see any written reference or other information provided to the District by any educational institution.

I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the District will not further consider my application if it cannot complete its background investigation.

Whether or not I have waived my right to see copies of written references furnished to the District by employers or educational institutions, I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by the District to complete its background investigation.

A photocopy or facsimile (“fax”) copy of this form that shows my signature shall be as valid as an original.

DATED this _____ day of _____,

Witness Signature

Applicant Signature

Type or Print Full Name

Type of Print Full Name

Position or Title

11. REQUIRED NARRATIVE ITEMS:

Please respond to the following items on a separate attachment clearly identified as such.

- A. What instructional strategies and teacher behaviors do you feel make a difference in student learning and how can each be applied in a small, rural, school setting?
- B. What personal qualities do you possess to better the Council School District?
- C. Cite specific examples of how you have and will actively involve students, parents, community members, teachers and administrators in the education of our children.
- D. What is the biggest educational problem you are facing and how are you solving it?

12. STATED REQUIREMENTS AND INFORMATION:

- Candidates have a high level of energy and are in sound physical health (the board of trustees may require at its own expense a complete physical exam prior to entering into a contract).
- All applicants without a current Idaho Superintendent Certificate are responsible for contacting Teacher Certification, Idaho Department of Education, P.O. Box 83720, Boise, ID 83720-0027, to determine eligibility for certification and providing written documentation with this application.
- The school district is an Equal Opportunity Employer, complies with Title IX, and shall seek the “best qualified” applicants for all vacant positions regardless of race creed, age, gender, religion, handicap, or national origin.
- Applicants are asked not to contact the board of trustees except as requested to do so.
- Address all communications to:
 - Mindy, District Clerk
 - Council School District No. 13
 - P.O. Box 468
 - Council, ID 83612
 - Telephone 208-253-4217 Fax 208-253-4217
 - email: mivey@csd13.org
- **It is expected that applications and other supportive materials will be received on or before March 15, 2000.**
- **Should this application be treated as confidential with regard to your present employer?**
____ Yes ____ No

13. ACKNOWLEDGMENT OF APPLICANT:

Read this paragraph carefully before signing this application.

I certify that every answer and statement I have provided on and accompanying this application is complete, truthful and current. I understand and agree that:

1. if any information is omitted from or not filled in on this application, or if any false information is furnished, the District may reject my application,
2. if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and
3. If I am employed by the District and if it is later determined that I have furnished false information on this application, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

Signature

Date

