



Business Administrator Application

BUSINESS ADMINISTRATOR APPLICATION PACKET CHECKLIST:

(Please submit **ALL** documentation together, as a single PDF document, in **ONE** e-mail to the facilitator prior to 4:00 pm (MDT)

Friday, October 20, 2026: rstowell@usba.cc Once received, a confirmation e-mail will be sent to you.)

- ☐ Letter of Interest
- ☐ Business Administrator Application (Save and submit your application using the following format: Last Name, First Name - 2026.MM.DD)
- ☐ A complete set of college transcripts showing all degrees
- ☐ A copy of certifications and licenses
- ☐ Resume / Vita detailing professional preparation, experience, and achievements
- ☐ A response to the three questions listed in the announcement
- ☐ Letters of Recommendation Three (3) confidential, professional letters of recommendation to be emailed directly to Richard Stowell at: rstowell@usba.cc. The subject line should read "BESD Business Administrator Candidate, Last Name" and be received by 4:00 pm October 20, 2026.)

PERSONAL CONTACT:

Name:

Home Telephone Number:

Preferred Name:

Cell Telephone number:

Current Address:

Alternative Telephone Number:

City:

State:

Zip:

Email Address:

BACKGROUND:

Do you have the legal right to work in the United States?

Yes ☐ No ☐

(Proof of citizenship or immigration status must be submitted when hired.

If you do not have a current INS Authorization, employment will not be offered.)

Have you ever:

- a. been convicted of a violation of law other than a minor traffic violation?
- b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding?
- c. been placed on probation in conjunction with a criminal charge or conviction?

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Are any criminal charges or proceedings pending against you?

Yes ☐ No ☐

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Explanation

Have you ever been refused tenure, non-renewed, suspended, or terminated?

Yes ☐ No ☐

Yes ☐ No ☐

Have you ever had any action, sanction, or discipline taken against your professional educator and/or other professional license(s) or are you currently under investigation?

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Explanation

Reference Check Release

Yes ☐ No ☐

Pursuant to Utah State Law 34-42-1, by selecting "Yes" on this question I authorize Utah School Boards Association to contact current and previous employers and authorize them to disclose information regarding any employment action taken or discipline imposed against me for the physical abuse or sexual abuse of a child or student as well as information about my job performance, professional conduct or evaluations.

I understand that if an LEA (Local Education Agency) or other employer in good faith discloses information that is within the scope of this release, the LEA or other employer is immune from civil and/or criminal liability based upon the applicable law. I acknowledge that by not marking "Yes" on this question, I cannot be considered for employment with Box Elder School District.

Have you retired from the Utah State Retirement System? ☐ If Yes, date Retired from URS : _____

Do you have any relatives employed by Box Elder School District?

Yes ☐ No ☐

Generally, immediate family members of current employees are not eligible to work at the same school or department, except in certain circumstances. We try to avoid any possible conflicts of interest.

If Yes, who? **Name of relative**

Where? **Location of relative**

LICENSURE:

Do you hold a current Utah Professional Educator License?

Yes ☐ No ☐ N/A ☐

What "Licensed Area(s) of Concentration" are or will be listed on your license?

Area of Concentration

Area of Concentration

Area of Concentration

Do you hold any other type of Professional License?

Yes ☐ No ☐ N/A ☐

What type of Professional License and from which state?

Type of License and State

Type of License and State

EDUCATION: (Most recent degree first)

Institution & Location	Graduated	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor

MULTILINGUAL ABILITIES: Indicate any languages other than English that you can speak, read, and/or write:

	Language #1	Language #2	Language #3
Speak			
Read			
Write			

EDUCATIONAL WORK EXPERIENCE:

Provide the requested information, if applicable, in the following areas. If not applicable, type "N/A":

**District Office/Other School
Related Experience**

Name of District and Location

of Years Worked

of Students in District

Business Administrator

Position Held - Other

Position Held - Other

Position Held - Other

Position Held - Other

Other Related Experience

Name of Business and Location

of Years Worked

Position Held - Other

Position Held - Other

Position Held - Other

Position Held - Other

CURRENT EMPLOYMENT:

Current Employer:

Your current position:

Immediate Supervisor:

Supervisor Contact:

When may we contact your current employer for reference?

☐

Immediately

☐

After Interview

☐

Notify me prior to contact

PREVIOUS EMPLOYMENT #1:

Current Employer:

Your current position:

Immediate Supervisor:

Supervisor Contact:

When may we contact your current employer for reference?

☐

Immediately

☐

After Interview

☐

Notify me prior to contact

PREVIOUS EMPLOYMENT #2:

Current Employer:

Your current position:

Immediate Supervisor:

Supervisor Contact:

When may we contact your current employer for reference?

☐

Immediately

☐

After Interview

☐

Notify me prior to contact

Please include any additional experience on a separate page.

Business Administrator Hiring Process:

I understand that:

- The Business Administrator Application Packet must be received by 4:00 p.m. (MDT) on Tuesday, October 20, 2026
- The facilitator will check the application packets for completeness
- Applications will be reviewed by the Board of Education
 - Individuals who have submitted letters of recommendation on your behalf may be contacted prior to an interview as part of the screening process
- Selected applicants will be interviewed by the Board of Education during the week of October 26-29, 2026
- Members of the Board of Education may make a site visit to the work location of the finalists
- The Board of Education will make a selection and extend an offer
- Once the applicant has accepted the offer, the Board of Education will notify the public of its selection for the new Business Administrator
- The new Business Administrator's employment 18-month contract is expected to commence on January 2, 2026 with a 2-year options thereafter.

Agreement: By submitting this Application Packet I certify that all the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents, including health insurance applications, will disqualify my application and provide sufficient grounds for my dismissal should I be hired.

I hereby authorize Box Elder School District to conduct an investigation of my background, including a criminal background check in accordance with Utah State Law, and authorize release of information in connection with the application by former employers and supervisors. I further agree to indemnify and hold harmless these former employers and supervisors for any action initiated in conjunction with their release of this information.

Applicant Signature: _____

Date:

BOX ELDER SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

Inquiries regarding Box Elder School District's Business Administrator Search may be addressed to: rstowell@usba.cc