

APPLICATION - ADMINISTRATIVE PERSONNEL

Return Application to:
Richard Stowell, Executive Director
Utah School Boards Association
860 East 9085 South
Sandy, Utah 84094

Date _____

Name: _____ Social Security #: _____
Last / First / Middle

Business Address: _____ Telephone: _____

Home Address: _____ Telephone: _____

Optional Info: Date of Birth: _____ Place of Birth: _____

PRESENT POSITION: _____

District Student Enrollment: _____ School Building Enrollment: _____ Salary During Current School Year: \$ _____

District Annual Budget: _____ Building Annual Budget: _____

PROFESSIONAL PREPARATION: _____ Highest Degree Earned: _____

INSTITUTION & LOCATION	MAJOR/MINOR	DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____

My confidential file can be acquired from (Name of Institution): _____

Address: _____

SUMMARY OF EXPERIENCE: List all experience in reverse chronological order. Please include both school and non-school experience.

INSTITUTION & LOCATION	POSITION	FROM/TO	YEAR	SIZE/UNIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Type of Certificate Held: _____

REFERENCES: Please list three people you believe have the best insight about your administrative style.

NAME	TELEPHONE	WORKING RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reference Check Release Pursuant to Utah State Law 53A-15-1511 and 34-42-1, by selecting "Yes" on this question I authorize Grand County School District 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 Grand County School District.

Yes, I authorize Grand County to contact current and previous employers

Signature _____ Date _____

REFERENCE CHECKS Employment References – required by 53A-6-401

For a potential employee/volunteer who has worked in a qualifying position during the last three years, the LEA is required to request that the potential volunteer's qualifying position employer(s) disclose information regarding any employment action taken or discipline imposed for the physical or sexual abuse of a child or student by the potential volunteer.

***You must ask and answer all three questions of each employment reference.
You must attempt at least 3 times to contact a reference and document your attempts.***

1. Employer: _____ Date(s) _____ Called: (1) _____ (2) _____ (3) _____
Supervisor Called: _____ Date contacted reference: _____

Are they eligible for rehire? ☐ Yes ☐ No Would they rehire them? ☐ Yes ☐ No

Any employment action or discipline for physical abuse and/or sexual abuse? ☐ Yes ☐ No

NOTES: _____

2. Employer: _____ Date(s) _____ Called: (1) _____ (2) _____ (3) _____
Supervisor Called: _____ Date contacted reference: _____

Are they eligible for rehire? ☐ Yes ☐ No Would they rehire them? ☐ Yes ☐ No

Any employment action or discipline for physical abuse and/or sexual abuse? ☐ Yes ☐ No

NOTES: _____

Can only use a Supervisor or Human Resources for employment references.

Utah Code 53A-6-401 states the following:

"Child" means an individual who is younger than 18 years old.

"Physical Abuse" means the same as that term as defined in Section 78A-6-105: abuse that results in physical injury to a child.

"Qualifying Position" means paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.

"Sexual abuse" means that same as that term is defined in Section 78A-6-105:

- (a) An act or attempted act of sexual intercourse, sodomy, incest, or molestation directed towards a child; or
- (b) Engaging in any conduct with a child that would constitute an offense under any of the following, regardless of whether the person who engages in the conduct is actually charged with, or convicted of, the offense:
 - (i) Title 76, Chapter 5, Part 4, Sexual Offenses;
 - (ii) Child bigamy, Section 76-7-101.5;
 - (iii) Incest, Section 76-7-102;
 - (iv) Lewdness, Section 76-9-702;
 - (v) Sexual battery, Section 76-9-702.1;
 - (vi) Lewdness involving a child, Section 76-9-702.5; or
 - (vii) Voyeurism, Section 76-9-702.7

"Student" means an individual who:

- (i) Is enrolled in an LEA in any grade from preschool through grade 12; or
- (ii) Receives special education services from an LEA under the Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et seq.

Principal or Supervisor Signature _____

Date _____

I request that this application and consideration of same be kept confidential.

Signature:

☐ **QUESTIONS:** The following questions are designed to help us begin to know you as a person and as a professional. Your concise and candid responses are very important to us.

1. Why do (did) you want to become a school principal?

2. What do you consider to be your major strengths as a school principal?

3. In your previous experience, in what ways have you most influenced a school and community?

4. As a school principal, what communication approaches or systems are (would be) most effective for you?

5. What methods or approaches do you use most to bring about change in a school?

6. How do you delegate responsibilities to others?

7. How do (will) you, as a school principal, work most effectively with the Superintendent?

8. What about being a school principal has been (will be) most rewarding to you? Why?