

BUSINESS ADMINISTRATOR APPLICATION

BOX ELDER SCHOOL DISTRICT

A. PERSONAL INFORMATION

Date _____

Full Name _____

Present Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email address _____

Present Position _____

B. EDUCATIONAL PREPARATION

Institution of Higher Learning	Location City and State	Degree	Major	Minor	Honors

C. PROFESSIONAL EXPERIENCE

Employment History

[illegible]

1. Other professional Experience:

Please explain your training, background, and qualifications.

D. ADDITIONAL INFORMATION:

List any additional qualifications or experiences that prepare you for this position such as foreign language, business management, financial management, special education, vocational education, information technology, etc.

E. PLEASE ANSWER THE FOLLOWING QUESTIONS. LIMIT YOUR RESPONSE TO ONE PAGE OR LESS.

1. What do you see as being the role of the Business Administrator in a district the size of Box Elder?

2. Select one of the “Leadership Qualifications” and expand on it, sharing your philosophy in that area, expertise, and examples of what you’ve done in the past.

3. Select a “cause” or a reform that you have championed while serving in a previous position. Share with us your experience including any lessons that you learned.

F. LIST THREE PROFESSIONAL REFERENCES THAT WE MAY CONTACT

Name	Address and Telephone Number	Position or Occupation

G. LIST RELATIVES NOW EMPLOYED IN THE SCHOOL DISTRICT

Name	Relationship	Where Employed

H. PLEASE INITIAL YOUR RESPONSE TO EACH OF THE FOLLOWING:

Yes _____ No _____ 1. Have you ever been charged with or convicted of a felony or crime of moral turpitude?
Please explain on a separate page.

Yes _____ No _____ 2. Are you a U.S. Citizen?

Yes _____ No _____ 3. If you are not a U.S. Citizen, have you received INS Authorization to work in the United States?

I. PREVIOUS PERFORMANCE INFORMATION

1. Indicate the circumstance, if any, where you were formally disciplined for behavior or performance on the job:

2. Have you ever been dismissed from employment? If so, describe circumstances and identify employer:

3. Have you ever left an employer to avoid disciplinary measures? If so describe circumstances and identify employer:

4. Have you ever been charged with misconduct by another employee or employer for which an investigation substantiated the charge? If so describe circumstances and indicate employer:

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given may result in discharge.

Print full legal name: _____

SIGNATURE OF APPLICANT: _____ Date _____

Please return this form and all Application materials to:

Mr. Richard Stowell
Utah School Boards Association
860 East 9085 South
Sandy, UT 84094
rstowell@usba.cc
801-566-1207
Fax 801-561-4579