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575 N 100 E American Fork, UT, 84003

BUSINESS ADMINISTRATOR APPLICATION

Name of applicant:

Date:

Address:

City:

State:

Zip:

Certificate or educator license(s):

Bachelor's degree- University:

Year:

Master's degree- University:

Year:

Doctorate degree- University:

Year:

Current position:

Number of years:

Total years in education:

Work experience (up to last six positions)[illegible]

The following questions are open-ended. (Limit to 1,500 characters.)

1. Describe an ideal collaborative governance model. Include in your description how you would respond to both individual board member and full board member requests for information, perspectives or recommended actions.

2. Describe the elements of effective communication. How will you effectively communicate with your team, other internal colleagues and the broader community?

3. You will lead and be a part of several teams as a business administrator. What principles and processes guide you in leading and contributing to a team?

4. The legislative process in Utah is an important aspect of the business administrator's assignment. What is your experience in lobbying for or against legislation? Describe your approach in working with legislators, the State Board of Education, county and municipal officials and other state agencies to further the mission, vision and goals of Alpine School District.

5. How do you measure your professional effectiveness and what is your improvement process?

6. If you were to be selected for this position, what challenges would you need to overcome and what opportunities would you leverage?

7. Share an experience in which you faced adversity or a significant professional barrier. How did you approach it, analyze options and develop plans for action to move you and your team forward?

8. What values do you consider important for professional success?

QUESTIONS	YES	NO
1. Are you a U.S. Citizen? (Yes or No) If no, please attach work documentation.		
2. Have you ever been convicted of a felony? (Yes or No) If yes, please provide an explanation here.		
3. Have you ever been convicted of a misdemeanor or infraction? (Yes or No) If yes, please provide an explanation here.		
4. Have you ever entered into or negotiated a plea in abeyance, whether charges were dismissed or not? (Yes or No) If yes, please provide an explanation here.		
5. Have you ever been convicted of any criminal offense other than a traffic violation? (Yes or No) If yes, please provide an explanation here.		
6. Are you currently under investigation by any school, school district, licensing or certification agency, child protection agency or law enforcement agency in any state or foreign country? (Yes or No) If yes, please provide an explanation here.		
7. Have you ever had any disciplinary action taken against your licensing status (e.g. admonition, letter of warning or reprimand, suspension or revocation-temporary or permanent)? (Yes or No) If yes, please provide an explanation here.		
8. Have you ever been dismissed from or not re-employed in any position or resigned after being notified that personnel action was to be taken? (Yes or No) If yes, please provide an explanation here.		
9. Are you claiming Veterans Preference? (Yes or No) If yes, please provide documentation.		
10. Have you retired from URS or any state retirement system? (Yes or No)		
11. List the names of any of your relatives working in Alpine School District and the positions they hold.		
12. Alpine School District has permission to release my name, address and telephone number to other prospective employers and to educationally oriented organizations considered by the District to have a legitimate need for such information. (Yes or No)		
13. May Alpine School District contact your current employer? (Yes or No)		
14. Can you perform the essential functions of this position? (Yes or No)		

QUESTIONS	YES	NO
15. I authorize Alpine School District to inquire and obtain any and all information from previous employers and/or references regarding my job-related background and qualifications, and information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student, as required by Utah Code Ann., 53A-15-1511.		
16. I authorize any present employer, previous employer, and/or reference to provide Alpine School District with any information required by Utah Code Ann., 53A-15-1511 regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student, and further authorize the release of information regarding my employment record with their organization and to provide any additional information that may be necessary for my application for employment or volunteer position with Alpine School District, whether the information is positive or negative.		
I release and waive Alpine School District, my former employers, and all references from any and all liability in obtaining or providing such information.		
I acknowledge that I have carefully read and understand this authorization to conduct reference checks. I knowingly and voluntarily sign this authorization with the understanding that doing so may affect my legal rights. I understand and acknowledge that Alpine School District will not hire an applicant or volunteer that does not authorize reference checks in accordance to Utah Code Ann., 53A-15-1511.		

Alpine School District is an Equal Opportunity Employer. Your application will not be rejected because of your race, color, national origin, religion, sex or age except as legally required and indicated on the vacancy notice. No individual with a disability who, with reasonable accommodation, can perform the essential functions of the offered position, shall be discriminated against.

Submission of this form constitutes an electronic signature.

Signature:

Date:

Phone:

Email: