

**U.S.D. #470
Arkansas City, Kansas**

**Application Form
Administrator**

An application shall consist of the following:

1. Letter of application
2. Resume
3. Credentials and transcript
4. Application form
5. Three current references from present employers/supervisors
6. Copy of current certification

PERSONAL INFORMATION: (Please type)

Name: _____

Home Address: _____ Phone _____

City/State/Zip: _____ Work Phone _____

E-mail Address: _____

Certificates Held: _____

When does your present certificate expire? _____

When does your present contract expire? _____

Are you able to return to your present position? _____

Can you be released from your present contract? _____

If selected, when will you be available for duty? _____

Employment History: (Please furnish all requested information on this form.) Please list all FULL TIME experience both within and outside the field of education in *reverse* chronological order.

Institution and Location	Position	From/To (years)	Number of Students	Salary	Reasons for Leaving

**Professional Preparation
Institution and Location**

High School/ Undergraduate	Dates Attended	Degree and Date Received	Major/ Minor

Graduate

Special schools, courses, seminars: _____

Are there achievements/activities which you look upon with pride; please note any publications, fellowships held, honors, involvement with professional organizations, and civic organizations. (Use attachment if necessary)

References

Please list the names of at least three recent employers or supervisors.

Name	Position	Present Address	Phone

Please respond briefly to the following:

1. I believe my leadership role as an administrator to be . . .

2. I believe I can make an exceptional contribution to education because . . .

3. I am able to be a successful leader because . . .

4. An outstanding school is measured by . . .

The above information is current, complete, and accurate. I am a candidate for the position and authorize representatives of USD 470 to contact references including my present employer concerning my qualifications.

Candidate

Date

All contacts directed to:

Linda Postelwait, Personnel Clerk
USD 470
2545 Greenway
P.O. Box 1028
Arkansas City, KS 67005
620-441-2000
E-mail:
linda.postelwait@usd470.com