

SAN JUAN SCHOOL DISTRICT ♦ HUMAN RESOURCE
200 North Main ♦ Blanding, Utah ♦ 84511
(435)678-1215 ♦ Fax (435)678-1829

APPLICATION FOR EMPLOYMENT - ADMINISTRATOR

NAME: _____ SOC.SEC. #: _____
 Last First MI

ADDRESS: _____
 Street City State Zip

TELEPHONE: _____
 Home Work Email address

POSITION DESIRED: _____

EDUCATIONAL BACKGROUND:

High School

School Location

College/Undergraduate (attach transcripts)

School Location

College/Graduate (attach transcripts)

School Location

CERTIFICATE(S) HELD (attach copy): _____

PRESENT POSITION:

Name of Company: _____

Date Employed: _____

Type of Work: _____

Have you ever worked for a school district? Yes No When _____

Name of District _____ Supervisor _____

PREVIOUS WORK EXPERIENCE:

Name of Employer Type of Work Date Employed

List three references that know your professional ability and personal character: (Include last immediate supervisor. Do not include relatives)

| Name | Position | Mailing Address | Telephone |
|------|----------|-----------------|-----------|
| | | | |
| | | | |
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EMPLOYMENT INFORMATION:

- 1. Does this district presently employ you? Yes [] No []
- 2. Are you a past employee of this district? (If yes, give date)_____ Yes [] No []
- 3. Are you related to any person responsible for hiring this position? Yes [] No []
(If yes, please explain) _____
- 4. Have you ever applied for employment and been interviewed with this district? Yes [] No []
- 5. Are you currently under contract with another school district? Yes [] No []
Reason for seeking change _____
- 6. Have you ever had a professional license revoked or suspended? Yes [] No []
- 7. Have you ever been released from a contract; resigned to avoid termination or disciplinary action; been terminated, suspended, or placed on leave with or without pay? Yes [] No []

IF YOU ANSWERED YES TO QUESTIONS 6 OR 7, A VOLUNTARY STATEMENT EXPLAINING THE CIRCUMSTANCES WOULD BE APPRECIATED.

PERSONAL INFORMATION:

- 1. Every applicant must meet legal age requirements. If hired, can you show proof of your age? Yes [] No []
- 2. If employed, can you submit verification of your legal right to work in the United States? Yes [] No []
All employees of the district are required to complete the U.S. Department of Justice Employment Eligibility Verification form (I-9).
- 3. If employed, will you submit to a fingerprint background check? Yes [] No []
All new employees of the district are required to complete a fingerprint background check.
- 4. If employed, will you make a commitment to the District Drug Policy and sign the authorized form? Yes [] No []
- 5. If employed, will you commit to follow the policies and procedures as outlined in the District Policy Manual? Yes [] No []
- 6. Have you ever been convicted of:
 - a. A sex-related crime, which involved force of minors? Yes [] No []
 - b. A crime involving violence or the threat of violence? Yes [] No []
 - c. A crime involving drugs or alcoholic beverages? Yes [] No []
 - d. Any other conviction other than a minor traffic violation? Yes [] No []

IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS, PLEASE ATTACH AN EXPLANATION. (A "yes" answer does not automatically disqualify an applicant)

AGREEMENT:

I certify that all answers given are true and complete to the best of my knowledge. I authorize the San Juan School District to make such investigations and inquiries of my personal employment and other matters as may be necessary in arriving at an employment decision. I hereby release persons giving information of past employment experiences from all liability in responding to inquiries in connection with my application. This is to include any request for personnel files from past employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in discharge. In accordance with Utah State Law, San Juan School District will conduct a criminal background check (including taking my fingerprints), and I hereby waive my rights to further written notice of such. I also agree to pay the entire cost of fingerprinting and background check.

Signature of Applicant Date