

ADMINISTRATOR POSITION APPLICATION

RANDOLPH EASTERN SCHOOL CORPORATION

731 N PLUM STREET
UNION CITY, IN 47390
765-964-4994

The Randolph Eastern School Corporation does not discriminate in hiring or employment on the basis of race, color, sex, age, handicap, religion, or national origin. No question on this form is intended to secure information which could be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Date of Application _____

Position Applying For _____

PERSONAL DATA

| | | | |
|----------------------|-------|--------|-----|
| Name _____ | | | |
| Last | First | Middle | |
| Address _____ | | | |
| Street | City | State | Zip |
| Phone _____ | | | |
| Home | Cell | Work | |
| E-mail address _____ | | | |

Present Position _____

Name of District/School _____

Building Data:

Building Enrollment _____ No. of Certified Staff _____ No. of Non-Certified Staff _____

Present Contractual Relationship:

Length of Present Contract _____ Expiration Date _____

Present Salary _____ Date Available _____

Have you ever failed renewal? _____ If yes, for what reason? _____

Should this application be treated as confidential with regard to your present employer?

Yes _____ No _____

Type of Indiana Certification Held _____ Date Issued _____

Date of Expiration _____

PROFESSIONAL PREPARATION

Begin with highest/most recent

| Name and Location of Institution | Degree/Date of Award | Major(s)/Minor(s) |
|----------------------------------|----------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| (High School) | | |

Please attach a copy of college/university transcripts.

PROFESSIONAL EXPERIENCE and/or EMPLOYMENT RECORD

Start with most recent position.
Use additional sheets if necessary.

| School | District/Corporation | Position | Dates | | Reason for Leaving |
|--------|----------------------|----------|-------|-------|--------------------|
| | | | From | To | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

PROFESSIONAL REFERENCES

Make attachments if necessary.

List the names of at least five people who know your work and professional qualifications.

| Name | Position | Address | Phone |
|-------|----------|---------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

PERSONAL RESPONSE QUESTIONS: (Attach additional sheets)

1. What experiences have you had implementing change in your current position?
2. Describe how you have implemented the use of technology into your current position.
3. What particular qualifications or achievements do you possess which will enable you to be selected for this position and would distinguish you from other candidates?
4. Why are you interested in working for the Randolph Eastern School Corporation?

OTHER QUESTIONS

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
Yes No
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes No

3. Have you ever resigned from prior employment under circumstances involving your employer's investigation of alleged sexual conduct with another person, mishandling of funds, or criminal conduct?
Yes No
4. Have you ever been charged with or investigated for physical or sexual abuse of another person?
Yes No
5. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?
Yes No
6. Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest", or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation?
Yes No

If you have answered "yes" to any of the previous questions, please explain on a separate paper, in detail, including the dates of the charge, the court action, the offense in question, and the address of the court involved.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

AUTHORIZATION AND RELEASE

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with the Randolph Eastern School Corporation policy. I authorize the references listed above and the educational institutions listed to give any and all information concerning my previous employment or education or any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of the Randolph Eastern School Corporation. I understand the Board of School Trustees has the authority to enter into any agreement or employment for any specified period of time.

Date _____

Signature of Applicant _____

APPLICATION PROCESS AND TIMELINE

The following information should be submitted:

1. Letter of intent
2. Current resume
3. Completed application form
4. Copy of valid Indiana Administrator's License
5. Three letters of reference
6. Current and most recent transcript.

Completed application and requested information should be mailed to:

Lisa Smith, Superintendent
Randolph Eastern School Corporation
731 N. Plum St.
Union City, IN 47390
Email: lsmith@resc.k12.in.us

All applications will be treated confidentially, and receipt of application shall be acknowledged.