

Date of this Application:

Administrator Application for Employment

Covert Public Schools – 35323 M140 Highway, Covert, Michigan 49043

Interviewed by _____

Date Interviewed _____

Name _____

Present Address _____

Street

City

State

Zip

Telephone _____

Permanent Mailing Address _____

City

State

Zip

Telephone _____

List any other name under which references may be received: _____

Telephone number where you can receive messages during the day, if other than above: _____

Social Security Number: _____

U.S. Citizen? _____

Position Desired: Pre-Kindergarten Lower-Elementary Upper-Elementary
 Middle School High School Other Regular Substitute Both

Date of your availability for work? _____

Course qualified to teach by certification: Major: _____

Minors: _____ Level: Elementary Secondary

What kind of teacher's certificate do you hold or will you qualify for? Please copy from your certificate: _____

From which state? _____ Date issued _____ Date Expires _____

Subject matter areas approved for teaching through state testing _____

For grades 1-6 indicate any special field for which you are applying _____

For grades 7-12 indicate choice of subject fields _____

Name under which credentials are filed _____

Student teaching – school and grade level(s) _____

Supervising teacher _____

Graduate curriculum pursued or completed _____ Semester Hours _____

Are you certified or licensed in any other skill or profession? Yes No

If yes, which skill or profession? _____

Are you presently employed? Yes No Present or last salary? _____

Name and address of present employer _____

When may present employer be contacted? _____

Are you currently under contract? Yes No If yes, when does it expire? _____

Have you obtained tenure status in any other district? Yes No If yes, where? _____ When? _____

When would you be available for a personal interview? _____

U.S. Military Experience: Branch of Services _____ Length of Services _____

Position of Rank _____ Discharge Date _____

Present draft or military status _____

Education and Professional Training:

List High Schools, Colleges & Universities Attended	Location	Degrees Received	Area of Study

Are you presently working toward a higher degree? Yes No

If yes, what is your expected completion date and degree expected? _____

Name under-which credentials are filed? _____

Name of college or university placement agency that has your most complete record on file _____

Teaching Experience: Do not list student teaching; attach additional sheets if necessary.

Name of Institution	Subjects Taught	Dates From/To	Highest Salary Received	Name of Supervisor	Reason for Leaving

Total Teaching Experience – school years _____

Work Experience other than teaching:

Name of Company	Address	Nature of Work	Employment Dates	Reason for Leaving

References: Do not list references included in your College Credentials.

Three Character References:

Name	Position	Address and Telephone Number

Three Professional References:

Name	Position	Address and Telephone Number

College extra-curricular activities:

List any extra-curricular activities in which you participated while in college – such as Student Government, Forensic, Publication, Honorary Athletic, etc.

Hobbies and special interests:

Please list in the space below any hobbies or Special Recreational interests you may have – such as Collecting, Sports, Music, Dancing, etc.

Experience working with students:

List experiences you have had working with young people (other than teaching) – such as Scout Work, Summer Camps, etc.

List present and past memberships in professional clubs, societies or organizations: (Last 10 years):

You are not required to list organizations, the name or character of which indicates the race, color, religion, national origin or ancestry of its members).

Organization	Location	Dates of Membership

Books, articles, etc. that you have authored:

Have you ever been convicted of a felony? Yes No

Are there any felony charges pending against you? Yes No

If you answered yes to either question above, indicate the type of conviction, date, and court where the conviction occurred: _____

Have you ever been convicted of a misdemeanor? (Excluding a minor traffic offense) Yes No

If you answered yes, indicate the type of conviction, date, and court where the conviction occurred: _____

(Note: Conviction record will not necessarily be a bar to employment)

Have you ever had a teaching certificate suspended or revoked in Michigan or any other state? Yes No

If you answered yes, indicate the date and what state suspended or revoked your certificate: _____

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination or terminated from employment?

Yes No

If yes, explain: _____

Please state briefly your educational philosophy and make a few comments on methods used in implementing this philosophy.

Why would you like to be an administrator in Covert? Please include a statement on how long you plan to be in the Covert area if this is not a permanent application.

Space is provided below for the applicant to list any special training or experience, professional activities, and participation in community life, or to express views on education and other issues the applicant would like to see accomplished through public school education.

The Applicant hereby consents that any former or current employer of the applicant, whether named in this application or not, may release all employment records of the applicant to the District.

I understand that if I am offered, or am about to be offered, employment with Covert Public School District, I will be required to give permission for a check of my criminal history, if any. I understand that the District may, in addition to checking on criminal convictions, inquire about me to appropriate state agencies (Department of Social Services, Child Protective Services Unit, or similar agencies) for information pertaining to any findings of child abuse involving me.

I hereby authorize the district to inquire and verify any information contained on this application for employment, and the district shall not be liable for any damages, which may result from such inquiry or verification. I understand that making any misleading or untruthful statements on this application may result in my dismissal. If accepted for employment I understand that this application will become a permanent part of my personal records.

Signature (Full Name)

Date

Covert Public School District is an equal opportunity employer, and in compliance with Federal and State equal employment opportunity laws, does not discriminate in its employment, educational policies, or practices on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

If any applicant or employee needs an accommodation to effectively apply for employment or perform some of the duties of a particular position (such as assistance with reading, writing, access to building, use of an interpreter, etc.), she/he is welcome to request such an accommodation through the Personnel Office.

This application should be mailed to:

Covert Public School District
Attn: Personnel Office
35323 M140 Highway
Covert, Michigan 49043

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4/13/2007