

**MACONAQUAH SCHOOL CORPORATION
ADMINISTRATION APPLICATION**

INSTRUCTIONS TO APPLICANT: This comprehensive form has been prepared so that it can be used for all areas of administration applicants.

Date_____

Position being applied for: Elementary_____

Secondary_____

Name_____

Address_____

_____ Phone_____

(City) (State) (Zip Code)

Present Education Position_____ School District_____

Building Data: (1) Building Enrollment_____ (2) Grades_____ (3) No. of Certified Staff_____ (4) Classified_____

Brief Description of Current Responsibilities_____

Professional organizations_____

School last attended_____ Where_____

Do you expect to get more training soon?_____ When_____

List in order of importance those characteristics that you feel best describe the highly successful administrator:

(1)_____ (2)_____

(3)_____ (4)_____

Are you presently under contract for next year?_____ Date of Availability_____

Have you ever failed renewal?_____ For what reason?_____

EDUCATIONAL AND PROFESSIONAL TRAINING

School and Location	Date of Degree	Dates Attended	Major(s)/Minor(s)
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Credentials are on file _____

College/University

Location

File Number _____

List honors, awards, commendations, elective or appointive offices held, or other distinctions received:

EXPERIENCE: (Education – list more recent first)

School & District	Dates	Position	Reason for Leaving

Type of Indiana Certification Held _____ Date Issued _____

Date of Expiration _____

PERSONAL RESPONSE QUESTIONS: (Attach additional sheets)

1. What experiences have you had implementing change in your existing 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 apply for this position?
4. Why are you interested in the position of high school principal?

REFERENCES: Please list (on a separate sheet) the names of five (5) persons who know your professional background and qualifications. These should include school board members, university professors, and members of the community. Include Name/Position, Address, Home Phone, Office Phone, and email address.

RELEASE AND ACKNOWLEDGEMENT: The conviction of a crime, an arrest for a crime, any information obtained through the release of investigatory record, or any affirmative answer provided by you on this insert, shall not be automatic bar to employment. Maconaquah School Corporation will consider the nature of any conviction or alleged conduct underlying the arrest, investigatory record, or affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the conviction or alleged conduct underlying the arrest, investigatory record, or affirmative response and the position for which you are applying.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer and have you offered a resignation to your previous employer?

If yes, explain the circumstances on a separate sheet and attach it to this application.

___ Yes ___ No

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? If yes, explain the circumstances on a separate sheet and attach it to this application.

___ Yes ___ No

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty?

If yes, explain the circumstances on a separate sheet and attach it to this application

___ Yes ___ No

4. Have you ever pleaded guilty or "no contest" to, or been convicted of any crime of moral turpitude? (Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to: theft, attempted theft, murder, rape, swindling and indecency with a minor.)

___ Yes ___ No

5. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) 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, for any crime other than a minor traffic offense?

___ Yes ___ No

*If you have answered yes to any one of the previous two (2) questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved on a separate sheet and attach to this application.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and accurate to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission, misstatement of material fact, or false or misleading information on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I understand that nothing contained in the application or conveyed during any interview that may be granted is intended to create an employment contract between me and Maconaquah School Corporation.

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local, or federal agency. I further authorize those persons, agencies or entities that Maconaquah School Corporation contacts in connection with my employment application to fully provide Maconaquah School Corporation any information on matters set forth above. I expressly waive in connection with any request for a provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Maconaquah School Corporation, its agents and officials, or against any provider of such information.

Date

Applicant's Signature

SIGNATURE: The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

Date

Applicant's Signature

Maconaquah School Corporation does not discriminate on the basis of sex, race, color, national origin and limited English proficiency, religion, age, or physical-mental handicap in employment or educational programs and activities.

If employed, this information will be kept in the superintendent's office and filed in the administrator's individual folder. This information is strictly confidential.

Submit completed application, letters of reference (minimum three), official transcripts, copy of administrative license, and resume to:

**SUPERINTENDENT OF SCHOOLS
MACONAQUAH SCHOOL CORPORATION
7932 S STRAWTOWN PIKE
BUNKER HILL IN 46914
Phone: (765) 689-9131**