

USD 315 Colby Public Schools Administrative Application Form

Colby Public Schools

Janel Andrews
600 West Third
Colby, Kansas 67701-2000
(785) 460-5000 Phone (785) 460-5050 Fax

**APPLICATION FILES MUST BE COMPLETE TO BE CONSIDERED FOR INITIAL SCREENING.
APPLICATION INFORMATION MAY BE EITHER MAILED, EMAILED OR FAXED
(FOLLOWED WITH MAILING THE ORIGINAL HARD COPY) TO THE SUPERINTENDENT**

Complete application files include the following:

- | | |
|--|--|
| _____ Letter of application | _____ Complete transcripts of baccalaureate and graduate work |
| _____ Resume | _____ Professional credentials
<i>(prefer college confidential files)</i> |
| _____ Completed application form
<i>(this document)</i> | _____ Copy of your certificate/license |
| | _____ Letters of recommendation <i>(if desired)</i> |

Please complete the application in your own handwriting using blue or black ink.

Position Applying For: _____ Date: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____ Social Security #: _____

Home Telephone: _____ Work Telephone: _____

Email address _____

Current Drivers License Number: _____ State: _____

Present Salary: _____ Present Position Held: _____

When does your present contract expire? _____

Can you be released from your present contract? _____

Are you able to return to your present position? _____

If offered the position, would you be available on July 1 of this year? _____

Name of Certificate(s) Held/Expiration Date: 1) _____ State: _____

examples - Teaching (specific) 2) _____ State: _____

Building Level Administrator 3) _____ State: _____

District Level Administrator 4) _____ State: _____

Highest Degree Earned	Date Awarded	Number of Graduate Hours completed beyond degree
BA / BS		
MA / MS		
Specialist / Ed.D. / PhD		

EDUCATION: List chronologically all colleges and universities attended.

Institution	Dates Attended	Degree Received	Major	Minor

List additional training, inservice, or continuing education experiences in which you have recently participated.

Grade Levels Certified in Administration: _____

TEACHING/ADMINISTRATIVE EXPERIENCE: List chronologically your teaching and administrative experience.

School/Agency	Location	Dates of Experience	Assignments	Supervisor

List individuals who will serve as references for you and have knowledge of your professional and personal skills. Three (3) of these must be professional references (for example, superintendent, immediate supervisor, or colleague). These references may be contacted.

	Name	Title	Address	Telephone Number
Professional Reference				
Professional Reference				
Professional Reference				
Professional Reference				
Personal Reference				

PLEASE RESPOND TO THE FOLLOWING:

What interests, skills, hobbies, achievements, and/or experiences have you had that would be helpful to you as an administrator?

I believe my role as a principal to be . . .

A good school is measured by . . .

