

WRIGHT CITY R-II SCHOOL DISTRICT

Application for Administrator Position

Central Administrative Office
90 Bell Road
Wright City, Missouri 63390 (636) 745-7200

Date of Application _____

Name _____
Last
First
Middle (Other names by which you have been identified on previous school or employment records)

Position(s) Desired _____

PERSONAL DATA

Present Address _____ Telephone _____
Street
City
State
Zip

Permanent Address _____ Telephone _____
Street
City
State
Zip

Social Security Number _____

Have you ever been convicted of a misdemeanor or felony, other than a minor traffic violation? Yes ___ No ___

If yes, explain _____

Have you ever been the subject of a child abuse or neglect investigation? Yes ___ No ___

If yes, explain _____

REQUIREMENTS FOR CONSIDERATION FOR EMPLOYMENT	OFFICE USE
<p>Please complete this application in full and return to the Central Administrative Office. Please do not substitute other materials except where more space is necessary. Your complete application will include:</p> <ol style="list-style-type: none"> 1. A letter of intent to apply 2. A completed and signed application form 3. Teaching certificate 4. Resume 5. Placement file (or letters of reference) 6. Official Transcript 7. Criminal History Background Check (when requested) 8. Child Abuse and Neglect Screening (when requested) 	<p>Date Received: _____</p> <p>Date Interviewed: _____</p> <p>Date of 2nd Interview: _____</p> <p>Employment Begins: _____</p> <p>Position Hired: _____</p> <p>Location: _____</p> <p>Salary: _____</p> <p>Extra Duties Salary: _____</p> <p>W-4 Completed: _____</p> <p>I-9 Completed: _____</p> <p>Retirement No. Or Form: _____</p> <p>Benefit Enrollment: I/A: _____</p>
<p><i>Applications will be considered active for one year from date of return to the Central Office</i></p>	

EDUCATIONAL AND PROFESSIONAL TRAINING

High School: _____ City _____ State _____

Dates Attended: _____ Diploma: Yes _____ No _____

UNDER GRADUATE & GRADUATE			
Institution:			
Location:			
Dates:			
Degree: Major: G.P.A.:			

CERTIFICATION

Are you currently a student? Yes _____ No _____

Area of Certification	Grades Covered	Type of Certificate	Expiration Date	State

TEACHING EXPERIENCE

Name & Location of School/Institution	Supervisor	Grades or Subjects	Dates	Years	# of Teachers	Salary

WORKING EXPERIENCE

Business & Location	Supervisor	Position Held	Dates	Salary

Total years teaching experience in: Elementary School: _____ Middle/Jr. High: _____ High School: _____

Student teaching experience: Grade Level: _____ Subject Area: _____

Have you ever been asked to resign, had a contract not renewed, or been terminated from any position: Yes____ No____

If yes, please explain_____

ACTIVITIES, SPECIAL INTERESTS, AND AWARDS

I have proficiency with the following computer:

Hardware: _____

Software: _____

College activities and honors: _____

Professional Organizations: _____

Civic and community organizations: _____

I can sponsor and/or coach the following activities: _____

Other special interests or skills: _____

REFERENCES

Give at least five references that have firsthand knowledge of your character, personality, and teaching ability. If employed, you must list your current Superintendent and Principal when applicable.

Name	Title	Address	Telephone
	Superintendent		
	Principal		

The Wright City R-II School District is an Equal Opportunity Employer and considers all applications for employment regardless of age, race, creed, national origin, sex, disabilities or veteran status. Equal Opportunity Employment concerns should be addressed to the Superintendent of Schools, Wright City R-II School District, Post Office Box 198, Wright City, Missouri 63390, or telephone (636) 745-7200.

PROFESSIONAL STATEMENT

In your own handwriting, please write a brief response to the statements given. Your application will not be complete without this information.

Following is the Wright City R-II School District Mission Statement. In the space provided, describe your personal philosophy of education and how it relates to this mission statement.

Dedicated to our Students' Success

Please present your experience and/or your philosophy in the following areas.

Community Involvement

PROFESSIONAL STATEMENT – continued

Please present your experience and/or your philosophy in the following area.

Academic Performance Standards

Teacher Evaluation

PROFESSIONAL STATEMENT – continued

Discipline

I certify that the information and statements provided by me in this application and accompanying documents are true and complete without significant omissions of any kind. I understand that any false or misleading answers are grounds for refusal to hire, or if hired, for termination.

I hereby authorize the Wright City School District to conduct an investigation relevant to any potential employment with the District. I further understand that any offer of employment is contingent upon the satisfactory outcome of complete criminal records and child abuse checks. The existence of an arrest, charge, or conviction alone may not result in an unsatisfactory review, however, the District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the District is permitted by law and has an obligation to request criminal record information for each applicant and to act in accordance with the information.

Signature: _____

Date: _____