

ADMINISTRATOR APPLICATION FORM
KAW VALLEY USD #321
411 West Lasley
St. Marys, KS 66536

DATE OF APPLICATION _____

NAME _____
(Last) (First) (Middle)

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

SOCIAL SECURITY NUMBER _____ ARE YOU A U.S. CITIZEN? _____

ARE YOU CURRENTLY CERTIFIED IN KANSAS? _____ EXPIRATION DATE _____

CERTIFICATION BY SUBJECT AND GRADE LEVEL: _____

ARE YOU CURRENTLY UNDER CONTRACT? _____ DATE YOU COULD BEGIN WORK _____

SPECIFIC POSITION FOR WHICH YOU ARE APPLYING _____

NAME OF STAFF MEMBER WHO REFERRED YOU TO KAW VALLEY _____

PERSONAL DATA

1. Do you have any health conditions that may affect your ability to perform the duties of the position for which you have applied? Yes No

2. Have you ever been convicted of a crime of moral turpitude? Yes No

For district use:	
Letter of Application _____	Transcripts/Credentials _____
Resume _____	Certificate _____
Interview date _____	Interviewer _____
Score _____	Recommendation _____

The information on this page may be omitted if it is included on an attached resume.

EDUCATIONAL DATA
(Academic Training in Chronological Order)

School Name and Location	Inclusive Dates	Degree or Hours	Major
			HIGH SCHOOL

PROFESSIONAL DATA
(Most Recent Chronological Employment Data)

Employer Name	City, State	Position/Duties	Dates	Supervisor

CURRENT SALARY & BENEFITS: _____

PROFESSIONAL HONORS AND COMMUNITY ACTIVITIES: _____

REFERENCES

NAME	OFFICIAL POSITION	ADDRESS AND PHONE

THANK YOU FOR YOUR INTEREST IN KAW VALLEY. PLEASE FORWARD TRANSCRIPTS, CREDENTIALS, AND A COPY OF YOUR CERTIFICATE TO COMPLETE YOUR APPLICATION FILE.

APPLICANT JOB APPLICATION ACKNOWLEDGEMENTS

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

2. I authorize any of the persons or organizations referenced in this application to give USD #321 any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information. I authorize USD #321 to conduct background checks through a third party.

3. I authorize representatives of USD #321 to request, receive, and verify all information given on this application and I release them from all damages that may result from their doing so.

4. I authorize USD #321 to conduct a criminal background investigation and I release them from all liability for any damages that may result from their doing so.

Signature of Applicant

Date

AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY UNIFIED SCHOOL DISTRICT #321 DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, NATIONAL ORIGIN, DISABILITY, OR AGE, IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES.

Name: _____ Date of Birth: _____

Please note that Hispanic/Latino is considered an ethnicity, **not** a race.

Please answer BOTH part A and B.

Part A. **Are you Hispanic/Latino?** (Choose only one)

No, not Hispanic Latino

Yes, Hispanic/Latino (A person who is Cuban, Mexican Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

The above part of the question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following** by marking one or more boxes to indicate what you consider your race to be.

Part B. **What is your race?** (Choose one or more)

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Signature: _____ Date: _____