

ACADEMIC

COMMITMENT to

EXCELLENCE &

SUCCESS

Application for Principal

Amanda-Clearcreek Local School

328 East Main Street, Amanda, Ohio 43102

740-969-7260

Please return your completed application to the attention of Sheryl Pontius at the above address.

Amanda-Clearcreek Local School District Board of Education (“Board”) is an equal opportunity employer and any inquiry on this application is made in good faith and is not intended in any way to discriminate against applicants because of race, color, religion, sex, age, national origin, disability, ancestry, military status, genetic info or any other characteristic protected by applicable Federal, State or local law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Sheryl Pontius.

PLEASE TYPE OR PRINT IN BLACK INK

Personal Information:

Date of Application:

Last Name First Middle

Street Address City State Zip Code

Home Phone Number Work Phone Number

Are you currently under contract to another district? Yes No
If so, where? Current Salary

If you answered yes, when does the contract expire?

Date available for employment?

Do you hold a valid Ohio Principal’s Certificate? Yes No

If yes, certificate number?

Have you ever been convicted of, found guilty, or pled guilty to any criminal offense including misdemeanors or felonies?
 Yes No

If yes, please explain on a separate sheet of paper. (Note: Candidates are required to complete a criminal background check. A satisfactory and complete criminal records check is a precondition for employment in the District.)

(Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying and in accordance with applicable law.)

Current School District Information:

Name of District	Your Title
Building Enrollment (ADM)	Total Number of Teaching Employees

Professional/Work References:

Please list below the names and addresses of five persons who can speak of your professional competency and character who are not relatives

Name	Type of Acquaintance
Street Address, City, State, ZIP Code	Home Phone Business Phone
Name	Type of Acquaintance
Street Address, City, State, ZIP Code	Home Phone Business Phone
Name	Type of Acquaintance
Street Address, City, State, ZIP Code	Home Phone Business Phone
Name	Type of Acquaintance
Street Address, City, State, ZIP Code	Home Phone Business Phone
Name	Type of Acquaintance
Street Address, City, State, ZIP Code	Home Phone Business Phone

Does the board of education or its agents have your permission to contact the above named persons? Yes
 No

Does the board of education or its agents have your permission to contact your current employer ? Yes
 No

Certificates Presently Held:

Certificate	Field	Expiration Date

Educational History:

School Name	Location (City, State)	Major Course or Subject	Graduated Yes / No		Degree

Employment History and Professional Experience:

Starting with present or most recent, list all previous employers. If more space is required, please continue on a separate sheet. You may attach a resume, but complete application as well.

No. of Years	Dates From / To		Position	School District Name, Address, Phone	Reason for Leaving

Other Work Experience, Skills, Training and Achievements Valuable To Your Career (military, on-the-job, or other) you have received which will assist the district in placing you.

Outside Activities:

What experience have you had in the following? (Indicate college, high school or other)

Orchestra _____	Band _____	Glee Club _____
Debate _____	Dramatics _____	Football _____
Basketball _____	Baseball _____	Track _____
Softball _____	Volleyball _____	Other _____

What, when, where, college distinctions have you received? (Scholarships, honors, memberships, awards)

Have you published any books or articles? If so, please list

What are your views on Special Education? (e.g. slow learning, gifted, and low average, etc.)

What are your views on Guidance in public schools?

What is your philosophy on organization and delegation of responsibility in administration?

What is the role of the school administrator in communications?

What are your views on financing public schools?

What is the role of the school administrator to school organizations such as teacher groups, parent-teacher organizations, booster clubs, etc.?

What is your opinion regarding district and building level report cards?

How should a school administrator encourage the development of continuous academic improvement?

Describe the most discouraging moment in your educational career and how you overcame said discouragement:

READ CAREFULLY BEFORE SIGNING
AGREEMENT

In consideration of the Board's review of my application, I agree that any claim or lawsuit arising out of my employment or my application for employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein and I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

I certify that the information I have given on this application is true and complete to the best of my knowledge and belief. I agree that if, in the Board's judgment, misrepresentation, falsification, or omission of information has been made by me or if the results of the Board's investigation are unsatisfactory, any offer of employment may be withdrawn, or if I am already employed by the Board, my employment may be terminated. I understand that if employed by Amanda-Clearcreek Schools, I will abide by all rules and regulations of the Board.

I authorize investigation of all matters related to this application for employment including any criminal records check. I give the Board of Education the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the Board of Education and its representatives for seeking, gathering and using such information and all other persons, corporations, employers or organizations for furnishing such information.

The Board does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I understand that Ohio public records laws may mandate disclosure of applicant information by the school district.

Signature of Applicant

Date

If any of your educational or employment records are under other than the above name, please provide other names.

A Complete Application Consists of the Following:

- Receipt of a letter emphasizing qualifications and reasons for interest
- Receipt of a completed application form
- Receipt of an up-to-date-resume
- Receipt of a copy of current Ohio Principal's Certificate or evidence that one is obtainable
- Receipt of transcripts
- Receipt of three completed Amanda-Clearcreek Reference Forms

The Amanda-Clearcreek School District's vision is to prepare graduates to become productive community members and life-long learners. We strive to create a learning environment that provides students with the opportunity to reach their maximum potential.



Aces

AMANDA-CLEARCREEK SCHOOL DISTRICT BELIEVES



Aces

All students can learn
All students have the right to a quality education
All students should be treated with respect and dignity
Learning is the shared responsibility of the student, the home, the school and the community

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Application for Principal
REFERENCE FORM

Amanda-Clearcreek Local Schools

328 East Main Street
 Amanda, Ohio 43102
 740-969-7260

PLEASE TYPE OR PRINT IN BLACK INK

_____ is applying for a position of principal. Your knowledge of the candidate's qualification for this position will help the Board of Education make a wise decision in this important selection process. Each completed reference form will be held in strict confidence, unless you provide the candidate with a copy of your response.

A. How long have you known the prospective candidate? _____

B. In what capacity have you known the prospective candidate? _____

C. If afforded the opportunity, would you employ this prospective candidate as principal? _____
 If your answer was no, please explain _____

D. Please rate the prospective candidate on the following leadership qualities/skills:
 1-Unsatisfactory, 2-Average, 3-Above Average, 4-Outstanding, 5-Excellent
 If you have no knowledge in a particular area mark N/A

Communication Skills	_____	Short Term Planning Skills	_____
Common Sense	_____	Long Term Planning Skills	_____
Organizational Skills	_____	Knowledge of School Law	_____
Knowledge of School Finance	_____	Skill in Delegation	_____
Ability to Evaluate	_____	Understanding of Curriculum	_____
Integrity	_____	Ability to Work with Others	_____
Self Control	_____	Goal Orientation	_____
Decision Making Skills	_____	Flexibility	_____
Work Ethic	_____	Cooperativeness	_____

E. Additional thoughts on the strength of the prospective candidate. Give adjectives which best describe the strength of this candidate.
 1. _____ 2. _____ 3. _____ 4. _____

Name of person completing this reference _____ Date _____

Address _____ Phone _____

Please return this form to:

Office of the Superintendent
 Amanda-Clearcreek Local Schools
 328 East Main Street
 Amanda, Ohio 43102