



Dolores School District RE-4A

Home of the Bears
EQUAL OPPORTUNITY EMPLOYER

Administrator Application

P.O. Box 727 / 100 N. 6th St., Dolores, CO 81323 • Phone (970) 882-7255 • Fax (970) 882-7685 • doloreschools.org

REQUIRED APPLICATION MATERIALS Please submit the following items with your application:

- Resume
- Four recent letters of reference
- Copy of Colorado Principal or Administrator’s License (out-of-state applicants are encouraged to apply for a Colorado license immediately)
- Transcripts supporting qualification for position (copies are accepted during the application process but official transcripts will be required at time of hire)
- Written responses to the following questions (each not to exceed more than 150 words)
 1. What do you believe are the three most important functions of an Administrator?
 2. How do you maintain and/or improve staff morale ?
 3. What do you believe is the best way to get people in your school building to work together, collaborate, and make the best decisions possible for students?

APPLICANT INFORMATION

Date of Application: _____

I am interested in the following position(s): _____

Name: _____
Last First Middle

Mailing Address _____
Street (or P.O. Box) City State Zip

Home phone () _____ Work phone () _____ Cell Phone () _____

Email:address: _____

For Background Check purposes: Date of Birth _____ Social Security number _____ - _____ - _____

LICENSE INFORMATION

 List license(s) currently held

Type _____ State _____ Endorsement(s) _____ Expires _____

Type _____ State _____ Endorsement(s) _____ Expires _____

Type _____ State _____ Endorsement(s) _____ Expires _____

If license not yet issued, date of application _____

EDUCATION

 YOU MAY NOT SUBSTITUTE A RESUME for the completion of this section. Please use additional paper if necessary.

Name of School(s)	Location	Month/Year From / To	Degree/Certificate Major/Minor	Semester Hours and GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ADMINISTRATOR /TEACHING EXPERIENCE YOU MAY NOT SUBSTITUTE A RESUME for completion of this section. All experience related to education must be listed. Explain all gaps in employment. Please make multiple copies of this page if necessary to provide a complete employment history.

Most recent employer/position: Are you currently working for this employer? ___Yes ___No If yes, may we contact them? ___Yes ___No

Name of employer Supervisor's Name () _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed Location – City State () _____
Alternate Phone Number for Supervisor

Reason for leaving Position/Job Title Grade Level and / or Subjects Taught

2nd most recent employer/position: Are you currently working for this employer? ___Yes ___No If yes, may we contact them? ___Yes ___No

Name of employer Supervisor's Name () _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed Location – City State () _____
Alternate Phone Number for Supervisor

Reason for leaving Position/Job Title Grade Level and / or Subjects Taught

3rd most recent employer/position: Are you currently working for this employer? ___Yes ___No If yes, may we contact them? ___Yes ___No

Name of employer Supervisor's Name () _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed Location – City State () _____
Alternate Phone Number for Supervisor

Reason for leaving Position/Job Title Grade Level and / or Subjects Taught

4th most recent employer/position: Are you currently working for this employer? ___Yes ___No If yes, may we contact them? ___Yes ___No

Name of employer Supervisor's Name () _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed Location – City State () _____
Alternate Phone Number for Supervisor

Reason for leaving Position/Job Title Grade Level and / or Subjects Taught

5th most recent employer/position: Are you currently working for this employer? ___Yes ___No If yes, may we contact them? ___Yes ___No

Name of employer Supervisor's Name () _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed Location – City State () _____
Alternate Phone Number for Supervisor

Reason for leaving Position/Job Title Grade Level and / or Subjects Taught

Dolores School Re-4A does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities

OTHER WORK EXPERIENCE: Attach additional paper if necessary.

Most recent employer/position

Name of employer

Supervisor's Name

() _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed

Location – City

State

Reason for leaving

Position/Job Title

Grade Level and / or Subjects Taught

2nd most recent employer/position:

Name of employer

Supervisor's Name

() _____
Supervisor's Current Phone Number

From _____ To _____
Dates employed

Location – City

State

Reason for leaving

Position/Job Title

Grade Level and / or Subjects Taught

REFERENCES These should be persons qualified to give an honest appraisal of your character and job performance. If possible, please include supervisors and teachers with whom you have worked other than those listed under teaching experience.

Name	Position	Location	Current cell /phone number / e-mail address

ADDITIONAL INFORMATION This information will not be deemed part of the employment application for purposes of the Open Records Act. Answer ALL of the following questions with a 'YES', or 'NO' answer in the appropriate space. Provide explanations for any 'YES' answer(s) on a separate page, including details of court name, location, and disposition of the event.

- No Yes 1. Have you ever been discharged, asked to resign from any position, or placed on a remediation plan?
- No Yes 2. Have you ever been convicted of / charged with a violation of law other than a misdemeanor traffic violation?
- No Yes 3. Have you ever been convicted of, pled guilty to, pled no contest to, or received a deferred sentence for a crime involving unlawful sexual behavior or other unlawful behavior toward a child?
- No Yes 4. If you hold, or held a Department of Education issued license/certificate, has your license/certificate ever been suspended or revoked?

Did you answer all 4 questions? Did you provide your written explanation to any "YES" answers? If missing, your application cannot be processed.

I understand that I will need to be fingerprinted as I apply for certification in the State of Colorado. I hereby authorize an investigation and release of information concerning my past employment, activities and statements contained in this application. I waive my right of access to any such information and release from all liability and responsibility of all persons, companies or corporations supplying or receiving such information. I certify that all answers and statements contained herein are true, correct and complete and further, it is my understanding that any false statements or omissions made by me on this application or any supplement thereto, shall be grounds for failure to employ or dismissal should I be employed.

Signature of applicant _____ Date _____

Note: Applications are kept on file for two years.

Mail your complete application packet to: District Secretary, Dolores School District RE-4A, P.O. Box 727, Dolores, CO 81323
or scan and email to: District Secretary at: hr@dolores.k12.co.us