



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.

Table with 5 columns: Name of School(s), Location, Month/Year From / To, Degree/Certificate Major/Minor, Semester Hours and GPA

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**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 State Location - City Alternate

Phone Number for Supervisor \_\_\_\_\_

Reason for leaving

Position/Job Title

Grade Level and / or Subjects Taught

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**2<sup>nd</sup> 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 State Location - City Alternate

Phone Number for Supervisor \_\_\_\_\_

Reason for leaving

Position/Job Title

Grade Level and / or Subjects Taught

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**3<sup>rd</sup> 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 State Location - City Alternate

Phone Number for Supervisor \_\_\_\_\_

Reason for leaving

Position/Job Title

Grade Level and / or Subjects Taught

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**4<sup>th</sup> 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 State Location - City Alternate

Phone Number for Supervisor \_\_\_\_\_

Reason for leaving

Position/Job Title

Grade Level and / or Subjects Taught

**5<sup>th</sup> 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 State Location – City Alternate

\_\_\_\_\_  
 Phone Number for Supervisor

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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

**2<sup>nd</sup> 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.

The Dolores Public Schools is committed to the policy that all persons shall have equal access to its educational programs, activities, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, gender identity, gender expression, conditions related to pregnancy or childbirth, disability, religion, ancestry, sex or need for special education services, or genetic information for employment and provides equal access to designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Dolores Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964

**Superintendent**  
**100 N6th St**  
**Dolores, CO 81323**  
**970-882-7255**  
[superintendent@dolores.k12.co.us](mailto:superintendent@dolores.k12.co.us)

**Reasonable accommodations are available to those who qualify. See Human Resources at the District Office for more information.**

**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](mailto:hr@dolores.k12.co.us)