

VALLIVUE SCHOOL DISTRICT 139 ADMINISTRATIVE OFFICES

5207 S. Montana Avenue, Caldwell, ID 83607

Phone 208-454-0445 / Fax 208-454-0778

Visit our website at "www.vallivue.org"

APPLICATION FOR ADMINISTRATIVE POSITION

Notice of vacancies will be remitted to teacher placement centers and district postings. Applications will be kept on file for one year from date of application.

Provide ALL information requested even if a resume is attached and return your completed application to the address above. Other required materials to be submitted with the completed application form are: (1) the attached "Request, Waiver and Release for Purposes of Background Check/Employee Personnel File" form; (2) placement file; (3) copies of transcripts (official transcripts are not required); and (4) a copy of your credentials.

The appropriate administrators will review the applications. Screening of applicants will be based on the ability to meet the job description requirements as evidenced by the completed application, placement files, transcripts and other supportive information submitted by the applicant or acquired by the district. Additional data may be requested from the candidate or from references. It is the candidate's responsibility to check on employment status.

Vallivue School District #139 is an equal opportunity/affirmative action employer.

Full Name: _____
(Last) (First) (Middle)

Address: _____

City/State/Zip: _____

Home phone: _____ Work phone: _____ Cell phone: _____

E-mail address: _____ Social Security # _____

CERTIFICATION

If you have a valid Idaho teaching certificate, check here and complete the following:
Title of Certification: _____
Initial certification year _____ Date Certificate Issued _____
Expiration date _____
If no, please explain when you plan to obtain your certificate? _____
Credits earned "after initial teaching certificate" will be used in determining placement on salary schedule. Additional credits earned after certification. _____
Have you passed the Technology Competency Exam? _____
Are you bilingual? _____ (may not be required for position you are applying for)

EDUCATIONAL TRAINING (list in order of attendance)

Name and Location of College and/or University	Dates Inclusive	Degree Earned/ Date of Degree	Major/Minor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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ADMINISTRATIVE AND TEACHING EXPERIENCE (List most recent experience first.)

Name and location of past employer	Superintendent/ supervisor	Position held	Dates inclusive
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

Name/Location	Title	Telephone #	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER AND ATTACH YOUR RESPONSES TO THIS APPLICATION. (Add any information, materials or comments you feel would be of value in appraising your abilities).

1. Why do you think you should be an administrator in the Vallivue School District?
2. What is the administrator's role in curriculum, instruction, and assessment?
3. What approach to teacher supervision/evaluation will you adopt and why?
4. How will you approach school discipline?
5. What would you do as an administrator to create positive school/community relations?
6. Please provide your philosophy of education and administration.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION EVEN IF A RESUME IS ATTACHED. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date, and I give my consent to individuals involved in the screening or selection process to review any and all materials pertaining to this application and/or my selection.

Signature of Applicant

Date

Hiring decisions will be made without regard to race, color, religion, national origin, sex, age, or handicap. Vallivue School District grants preference in hiring to qualified veterans as required by Idaho Code 65-503. Questions, concerns or for information regarding ADA compliance or hiring practices, contact the office of the Assistant Superintendent.

**Request, Waiver and Release for Purposes of Background
Check/Employee Personnel File**

	Yes	No
Are you able to perform the essential tasks of the job for which you are applying?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been arrested for a felony?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been charged with a felony?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been arrested for a sex-related offense? (even if no contest or charges dropped or pled down)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been charged with a sex-related offense? (even if no contest or charges dropped or pled down)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a sex-related offense? (even if no contest or charges dropped or pled down)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been charged with harassment against an individual?	<input type="checkbox"/>	<input type="checkbox"/>
Has any disciplinary action been taken against you for misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
Has your professional license ever been revoked?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been discharged or separated from a position with a school district or been asked to sign a letter of separation?	<input type="checkbox"/>	<input type="checkbox"/>
Are you living at the same address as a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been the subject of an investigation by a school district or other employer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had sanctions placed on your teaching certificate for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been denied a teaching certificate anywhere?	<input type="checkbox"/>	<input type="checkbox"/>
Is disciplinary action currently pending anywhere against your certificate?	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby releases and waives any and all claims the undersigned may have as a result of said disclosure against any prior employer providing such information to Vallivue School District 139.

The original of this document will be maintained by Vallivue School District 139 and you are requested to honor copies of the instrument bearing my signature.

**ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED FOR EMPLOYMENT WITH
VALLIVUE SCHOOL DISTRICT.**

I hereby certify that the information herein is a true and a complete statement of my personal and professional record to date, and I give my consent to individuals involved in the screening or selection process to review any and all materials pertaining to this application and/or my selection. I authorize Vallivue School District to release information about my employment to other districts. Falsifying information or misleading statements are grounds for immediate dismissal regardless of when falsification is discovered.

In the event I seek employment in another district, I authorize Vallivue School District to release information about my employment with them.

Printed Name _____ Signature _____ Date _____