

# APPLICATION FOR PRINCIPAL

## CROWLEY COUNTY SCHOOL DISTRICT Re-1J

### 1. PERSONAL INFORMATION

Last Name		First Name		Middle	
Home Address				Phone	
City		State		Zip	
E-mail					
Business Address				Phone	
City		State		Zip	

All correspondence will be sent to the above home address unless otherwise requested.

### 2. POSITION INFORMATION

Please respond to each item. If you are not currently employed in a public school position, list your current position, not the most recent school position and provide as complete information as possible.

Are you presently employed?  Yes  No

Title: \_\_\_\_\_ Since: \_\_\_\_\_

Employing Institution: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Pupils Enrolled: \_\_\_\_\_ Number of Certified Staff: \_\_\_\_\_ Number of Classified Staff: \_\_\_\_\_

Length of present contract: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present Salary: \_\_\_\_\_ Benefits and approximate value: \_\_\_\_\_

Reason for leaving or wanting to leave present or most recent position: \_\_\_\_\_

\_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

What administrator certificates / licenses do you hold: \_\_\_\_\_

Do you hold or are you eligible for a valid Colorado Principal License?  Yes  No  Uncertain

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### 3. Background Check:

In addition to the following information, a thorough background check will be conducted as required by state law.

A. Have you ever been convicted of a felony, pleaded *nolo contendere* or received probation for any offense involving moral turpitude? [Moral turpitude includes, but is not limited to such offenses as theft, attempted theft, murder, rape, embezzlement and indecency with a minor.] \_\_\_\_ Yes \_\_\_\_ No

If yes, state here (A) the nature of the offense, (B) the date of the conviction, (C) the name and address of the court, and (D) other pertinent details.\*

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**\* Conviction of a crime is not an automatic bar to employment. This district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.**

B. Have you ever been involuntarily terminated or asked to resign from the employment of another school district? \_\_\_\_ Yes \_\_\_\_ No

If yes, please give the name of the district, the date and the reasons for the termination or request for resignation.

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C. Have you ever reached a mutual decision with an employing school board to vacate a contract prior to its expiration? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain.

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D. Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain.

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#### 4. References:

List any principals and supervisors who are familiar with your professional success. You need not list individuals whose references are included in confidential placement bureau papers.

	Name	Organization	Address	Phone
1				
2				
3				
4				

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#### 5. Stated Requirements and Information:

- Candidates must be able to perform the essential functions of the position. The board of education may require at its own expense a complete physical exam once a conditional offer of employment is made.
- This application and all associated documents will remain confidential to the extent allowed by Colorado law.

**Note:** Colorado Public Records law allows applicants records to remain confidential, if requested in writing, until such time the applicant becomes a finalist for the position. In accordance to the law, a "finalist" is an applicant or candidate who is chosen for an interview or who is still being considered for the position.

- Address communication to: Principal Search  
Crowley County School District  
117 West Third Street  
Ordway, CO 81063  
Phone: (719) 267-3117  
FAX: (719) 267-3130
- It is expected that applications and other supportive materials will be received on or before the application deadline.
- Applicants are asked not to make direct contact with the board of education or administrative staff, except as otherwise requested to do so.

#### Agreement

I hereby certify that all statements made on this application are true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of the application or termination of employment. I hereby authorize the district or its agents to conduct work history and personal reference checks to verify statements on this application form and other materials provided as part of my application for this position.

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[Signature]

[Date]

#### **An Equal Opportunity Employer**

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or disability

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## 6. Required Items.

Please include the following:

- A completed application form.
- A current professional resume.
- Three letters of reference which have been written within the past two (2) years.
- Official Transcripts [copies will suffice for the application process]
- Copy of Colorado Certification

Submit written response to the following questions as they relate to you and your abilities as a principal. (Limited to one page for each question).

1. Communication / Public Relations.
2. Curriculum Development / Instructional Leadership.
3. Describe the methods you would use to build effective staff relationships. Board relationships. Other administrative relationships.
4. Discipline and Student Management.
5. Your philosophy of education in terms of current trends.