

FOR OFFICE USE ONLY
INTERVIEW INFORMATION

Date _____
Time _____
Interviewed by: _____



ADMINISTRATOR APPLICATION

WEST HANCOCK COMMUNITY SCHOOL DISTRICT

P.O. Box 278, 510 9th Ave. SW
Britt, Iowa 50423
641-843-3833
www.whancock.org

Please Print Full Name _____ Date of Application _____

Present Address _____ City _____ State _____ Zip _____ Phone _____

Permanent Address _____ City _____ State _____ Zip _____ Phone _____

Email Address _____

Position Desired: _____

Date Available for Employment _____

NOTE TO APPLICANT:

The West Hancock Community School District is interested in securing the services of superior administrators. Candidates must hold at least a master's degree from an accredited college or university and must be able to meet the requirements for certification in Iowa.

The applicant should exercise great care in preparing this application.

Successful candidates must pass a physical examination and possess a valid Iowa administrator certificate before a contract is valid.

DIRECTIONS FOR FILING:
This application, when completed should be returned to the School Board Secretary, P.O. Box 278, 510 9th Ave. SW, Britt, IA 50423. In addition to the application, the applicant should have forwarded a letter of application, resume, placement papers and transcripts of credits to the address listed above.

NOTE:
Application papers will not be returned. If the applicant desires to renew the application, notification must be received by this office not later than the first of October of each year. The information in this application pertaining to name, address, employment training, experience, and education is a public record open to public inspection.

An Affirmative Action, Equal Opportunity Employer

PROFESSIONAL PREPARATION

Begin with the most recent

Name of School and Location Include Undergraduate and Graduate Work	Dates	Semester Hours Credit	Degree or Diploma	Major Subject

AREAS OF ENDORSEMENT

AREA	SEMESTER HOURS

DATA

Title of Iowa Certificate held _____ Folder No. _____

Issued _____ Expires _____

Please Forward Copy of Certificate.

Placement Bureau from which credentials may be obtained: _____

Are you having them forwarded: Yes () No ()

Your application will not be complete until your credentials have been received.

EXPERIENCE

Begin with the most recent

NAME OF SCHOOL AND LOCATION	Inclusive Dates	Nature of Work, Specify grade and/or Subject area... Special Assignments

1. What could you contribute to the West Hancock Community Schools? What are your strengths?
2. What basic qualities do quality administrators possess?
3. Describe the relationship you would develop between you and your staff.
4. Briefly describe something you have done within the past two years which you consider to be creative and unique.
5. What are some specific techniques you would use in communicating with staff, students, and parents?

REFERENCES: These should be persons qualified to give information to show your fitness for the position you seek. Candidates should include Superintendents and Principals.

NAME	ADDRESS	POSITION	TELEPHONE

Are you now under contract? _____ Where? _____

Can you obtain a release? _____

When could you begin work here? _____

Could you come for an interview? _____ When? _____

Current Salary? _____

Please provide any other information from your background relative to the position for which you are applying.

Moral turpitude includes, but is not limited to, theft, attempted theft, murder, rape, swindling, sexual misconduct and indecency with a minor. It also includes acts of baseness, vileness, or depravity contrary to the accepted rule of right and duty between persons. Have you ever been convicted of a felony or any offense(s) involving moral turpitude?

Yes _____ No _____

I hereby give former and/or current employers permission to provide any information requested by appropriate personnel of the West Hancock Community School District regarding my professional competence, performance, and character. I waive any rights I may have against any person contacted as a reference concerning this application.

I understand that, if employed, I may be dismissed from employment if false statements are made on this application. I also understand that all employees are required to have a physical examination and that a criminal background check will be conducted. I further understand that if I accept a position with the West Hancock Community School District, this application will become part of my permanent record.

(Date)

(Signature of Applicant)

The West Hancock Community School District does not discriminate based on race, creed, color, sex, sexual orientation, gender identity, national origin, religion, marital status, age or disability. Inquiries may be directed to the Superintendent, 510 9th Ave. SW, Britt, IA 50423-0278 641-843-3833