

**MARSHFIELD REORGANIZED SCHOOLS
ADMINISTRATOR APPLICATION**

Position(s) Applying for: _____ Date of Application: _____

Name: _____ Social Security #: _____

Present address: _____ Telephone (home) _____
City State Zip Code

Permanent address: _____ Telephone (work) _____
 Telephone (cell) _____

To your knowledge, are you related to any employees or school board members of the school district?
 _____ Yes _____ No If yes, explain _____

EDUCATIONAL BACKGROUND: Please list all education chronologically.

School/College/University.	Location	Dates of attendance	Degrees Earned or Certificates	Major Minor

GRADE POINT AVERAGE: Bachelor's _____ Master's _____ Spec/Doctorate _____

TEACHING/ADMINISTRATIVE WORK IN SCHOOLS: Please list all work as a teacher or administrator in chronological order, beginning with first employment. Add additional page(s), if additional space is needed.

Employing Agency	Location	Job Title	Dates (From/to) Employment	Subjects Taught Responsibilities

Areas of teaching/administration in which you hold a current Missouri certificate: _____

If none, give status: _____

ADDITIONAL WORK EXPERIENCE:

(Please list complete employment history, explaining any gaps in employment. Use blank page if necessary)

Employing Agency	Location	Job Title	Dates of Employment	Responsibilities

REFERENCES:

Professional Please list 3-5 persons who have directly supervised your work.

	<u>Name</u>	<u>Position</u>	Work Telephone Number	Home Telephone Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Personal Please list 2-3 persons who have known you for one or more years.

	<u>Name</u>	<u>Acquaintance</u>	Work Telephone Number	Home Telephone Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Additional Information:

1. Have you ever been charged with or convicted of child abuse or child molestation? Yes ____ No ____
If yes, please explain. _____

2. Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain. _____

3. List any other criminal history involving an arrest, DWI, DUI, a plea of nolo contendere (no contest), Alford plea, or any other misdemeanor: ____ None

4. Has any offense been “expunged” (removed) from your record? ____ Yes ____ No. If yes, please explain:

5. Have you ever been issued a “suspended imposition of sentence” for any felony or misdemeanor? ___ Yes
___ No If yes, please explain: _____

6. Please explain any previous separation of employment, remedial actions, or disciplinary procedures taken against you by a previous employer.

The school district will complete a criminal background check including all convictions and/or child abuse charges on all candidates. Please provide your signature indicating your authorization for this background check. **I understand that providing any false information in this application constitutes fraud, and I hereby certify that I have answered accurately and completely all questions contained in this application.**

(Name) (Date)

ESSAY RESPONSES: Please answer the following questions on separate pages:

1. In your own handwriting, describe what your personal and professional goals are and how you intend to attain them.
2. What are the most important characteristics of an effective teacher/administrator? Please explain why each characteristic is important. (Answer for the position for which you are applying & please type your answer.)
3. Describe your training and/or experience with the following by typing your answers:
 - * Use of Technology
 - * Implementing an integrated curriculum
 - * Delivering instruction for active learning
 - * Describe your leadership efforts in implementing positive educational change

To complete your application, please include a vita/resume, a copy of your Missouri certificate, and then have placement papers and transcripts sent to the following address.

Please return to: Superintendent of Schools
Marshfield R-1 Schools
170 State Hwy DD
Marshfield, MO 65706

The Marshfield R-1 Schools do not discriminate based on race, color, gender, national origin, disability, or age. Persons who have questions about this may inquire at the Superintendent’s Office, 170 State Hwy DD, Marshfield, MO 65706 or telephone 417-859-2120. The Marshfield R-1 School District is an equal opportunity employer.