



ADMINSTRATOR EMPLOYMENT APPLICATION

For Office Use Only	
Date Received	
CACTUS ID#	
BCI Date	
License Type	
Expiration Date	

Thank you for your interest in the Logan City School District. If you need assistance with our application process, please contact our Department of Human Resources at (435) 755-2300. Please see Page 4 for application requirements.

Date of Application _____

Date Available for Hire _____

APPLICANT INFORMATION

Full Name _____ CACTUS ID# _____ SSN _____ - _____ - _____
 Address _____ City _____ State _____ Zip _____
 E-mail _____ Phone (Include Area Code) _____

POSITION OF INTEREST

<input type="checkbox"/> Elementary Principal	<input type="checkbox"/> High School Assistant Principal	<input type="checkbox"/> District Director
<input type="checkbox"/> Middle School Assistant Principal	<input type="checkbox"/> High School Principal	<input type="checkbox"/> Superintendent
<input type="checkbox"/> Middle School Principal	<input type="checkbox"/> District Administrator	<input type="checkbox"/> Other:

PROFESSIONAL LICENSE

Y	N	Do you hold a current Utah Professional Educator License? Area of Concentration: Expiration Date:
Y	N	Do you hold a current Utah School Leadership License? Expiration Date:
Y	N	If you do not hold a current Utah School Leadership License, have you applied for one? Date Application was Submitted:

EDUCATION

Degree	Awarding University	Date Degree Posted
Bachelor's Degree		
Master's Degree		
Doctorate Degree		

_____ Please indicate the number of semester hours of University or College of Higher Education courses and/or MIDAS credit you have **completed AFTER receiving your Master's Degree.** (Verifying **official transcripts must be attached** to receive continuing education advancement on the Administrator Salary Schedule.)

PREVIOUS EMPLOYMENT AS A LICENSED ADMINISTRATOR (Attach additional pages if needed.)

School	District	Supervisor or Principal	Telephone	Dates Completed	
				From:	To:

Please indicate your total years of previous experience as full-time licensed administrator: _____

OTHER PREVIOUS EMPLOYMENT

Employer	Position Held	Supervisor	Telephone	Dates Worked	
				From:	To:

PERSONAL INFORMATION

Y	N	Are you able to perform the essential job functions of the position with or without reasonable accommodation?
Y	N	Do you have the legal right to work in the United States? (Proof of citizenship or immigration status must be submitted upon hire. If you do not have current INS Authorization, employment will not be continued.)
Y	N	Do you claim veteran's preference? If yes, what preference(s) are you claiming? A copy of supporting documentation must be attached.
Y	N	Are you presently under contract with any school district? If yes, please indicate the district and reason why you are leaving.
Y	N	Have you ever had disciplinary action from an employer or been released from employment? If yes, a statement of explanation must be attached.
Y	N	Have you ever been discharged or resigned in lieu of termination from a former employer? If yes, a statement of explanation must be attached.
Y	N	Have you ever been non-renewed, suspended or terminated from a former employer? If yes, a statement of explanation must be attached.
Y	N	Have you ever had any action, sanction, or discipline taken against your educator license or are you currently under investigation? If yes, a statement of explanation must be attached.
Y	N	Have you ever had disciplinary action or had your educator license revoked or suspended? If yes, a statement of explanation must be attached.
Y	N	Are you currently receiving a retirement pension/benefit from the Utah Retirement System (URS)? If yes, what was your retirement date?
Y	N	Have you ever been previously employed by the Logan City School District? If yes, please provide the following information: Date _____ Supervisor _____ Position _____ Location _____
Y	N	Do you have relatives currently working for the Logan City School District? If yes, please list: Name _____ Relationship _____ Position _____ Location _____ Name _____ Relationship _____ Position _____ Location _____

BACKGROUND INFORMATION

The following questions assist in determining a prospective employee's fitness as an applicant. A "yes" answer does not automatically disqualify an applicant, and answers may be subject to verification by a police agency. Each application will be individually evaluated. **Questions answered "yes," are to include a thorough explanation (attach additional pages if needed).**

Y	N	Have you ever been convicted of a violation of law other than a minor traffic violation? If yes, when? Attach a thorough explanation.
Y	N	Have you ever pleaded guilty and had your guilty plea(s) held in abeyance in a criminal charge? If yes, when? Attach a thorough explanation.
Y	N	Have you ever been placed on probation in conjunction with a criminal charge or conviction? If yes, when? Attach a thorough explanation.
Y	N	Are any criminal charges or proceedings pending against you? If yes, attach a thorough explanation.
Y	N	Have you ever been arrested or charged with violations of law involving minors, sex, lewdness, or abuse? If yes, when? Attach a thorough explanation.
Y	N	Have you ever been arrested or charged with a sex-related offense that involved force or minors? If yes, when? Attach a thorough explanation.
Y	N	Have you ever been arrested or charged with a crime involving violence or threat of violence? If yes, when? Attach a thorough explanation.
Y	N	Have you ever been arrested or charged with a crime or criminal activity involving drugs or alcoholic beverages including a DUI? If yes, when? Attach a thorough explanation.

REFERENCES (Please list individuals who know your professional ability and personal character. Do not include relatives.)

Name of Reference	Position/Title	Telephone Number	Relationship to Applicant

DISCLOSURE AND CONSENT FOR EMPLOYMENT

Reference Checks and Release of Liability: I understand that previous employment and my submitted references may be checked by Logan City School District (hereafter "District"). I affirm by my signature that (1) I have disclosed the employer for every prior paid position I have held where my job responsibilities included directly caring for, supervising, controlling, or having custody of anyone under 18 years of age; (2) I consent to past and present employer(s) and references disclosing to the District any and all information, including disciplinary records, which may be pertinent to my employment, and that such information includes, but is not limited to, all information relating to any employment action or discipline imposed for abuse of any child or student; and (3) I understand that if I am hired, any information obtained or maintained by the District may be disclosed to any future subsequent potential employer of mine who contacts the District for an employment or reference check. I hereby waive any right to see any written material(s) submitted to the District in response to the above inquiries or notes of oral communication relative to such inquiries. I understand that if I am hired by the District any information received in response to the above inquiries is placed in my personnel file, and I may be denied the right to inspect such material(s). By signing below, I agree to release the District from any action for damages relating to the District's refusal to hire me as a result of information obtained during a reference or background check. I agree to release the District from any action for damages relating to information disclosed by the District to any future subsequent potential employer of mine who contacts the District for an employment or reference check. I understand that providing false information to the District as part of the application process will be grounds for rejecting an application with no further consideration for the position; or, if such false information is discovered after hire, I will be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution. I agree to release the District from any cause of action for damages as a result of the District's termination of my employment as a result of falsifying any information included in this application.

Report of Arrest: I understand any employee of the District who is arrested for violation of the law must report such arrest to the Director of Human Resources within 48 hours.

Discrimination and Harassment: In keeping with Federal Equal Employment Opportunity Commission (EEOC) guidelines, the District strongly disapproves of discrimination and harassment which is defined as unwelcome conduct, whether verbal or nonverbal, which disadvantages persons or is demeaning or derisive to individuals or groups of people and occurs substantially because of race, color, national origin, sex, religion, pregnancy, disability, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law which creates a hostile work or learning environment for any student or visitor. Violation of this policy may result in immediate disciplinary action against any student or visitor. Violation of this policy by a District employee may result in immediate disciplinary action including but not limited to termination. Any individual who finds he/she is a victim of such conduct is strongly encouraged to report it. He/she is assured that he/she will suffer no retaliation because of the report.

I have read and understand each of the above disclosures and items of informed consent.

Applicant's Signature

APPLICATION REQUIREMENTS

Please submit the following application materials to our Department of Human Resources:

1. Logan City School District's Administrator Employment Application
2. Letter of Interest outlining special competencies related to the specific position for which you are applying
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the past six months
5. Unofficial transcripts of all college and university credits (official transcripts are required upon hire)
6. Most recent educator evaluation

Complete applications may be faxed to (435-755-2311) or mailed to the following address:

Logan City School District
Attn: Human Resources
101 West Center St.
Logan, UT
84321

If you are selected as a finalist for a particular opening, you will be contacted for an interview. Applications submitted in the spring for the following school year remain active until the following October. Applications submitted for openings during the current school year remain active for three months.

Logan City School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, or physical or mental disability, except where necessary to meet a bona fide occupational quantification or business necessity. If you are a qualified individual with a disability who needs assistance with the application process, please contact our Human Resources Office at (435) 755-2300.