

POTLATCH SCHOOL DISTRICT NO. 285

130 Sixth Street
Potlatch, ID 83855-8757

APPLICATION FOR APPOINTMENT AS SUPERINTENDENT

(This District is an equal opportunity employer)

1. Please submit an application form to the address printed in the space below. Since your application will be separated from other papers at some stages of the process, please complete in detail. If additional space is needed, please use a supplemental sheet. Incomplete forms will not be considered.
2. You are invited to tell of achievements in a letter of application, you may attach selected supportive material with your cover letter if you wish.
3. Applicants are asked not to contact the Board of Trustees or Screening Committee except as they may be requested to do so.

PERSONAL INFORMATION

Last Name	First	Middle
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Home Address

Home Phone	Fax	E-mail
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PROFESSIONAL INFORMATION

Present Position/Title

Employer Name/Address

Dates of Employment	Annual Budget	Current Salary
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Number of People You Supervise	Student Enrollment
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Business Phone	Fax	E-mail
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Applicable Certification	State (s)
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PLEASE SUBMIT TO: Personnel
 Potlatch School District No. 285
 130 Sixth Street
 Potlatch, ID 83855-8757

PROVIDE AN ATTACHMENT ADDRESSING THE FOLLOWING ISSUES:

Personal Data: Please provide any personal data that you think will be of assistance in evaluating your application.

Leadership and Community: (Activities)
Please include your comments concerning leadership and community activity involvements.

Attitudes: Briefly describe yourself as an administrator and give your primary reasons for interest in this position.

CERTIFICATION

Do you have or qualify for an Idaho State Superintendent's Certificate? _____

(IMPORTANT: All questions must be answered. If answer is yes, use extra sheet and explain fully.)

- A. Have you ever had a diploma, credential or certification denied, revoked or suspended? Yes _____ No _____
- B. Have you ever failed or refused to fulfill a contract of employment entered into by you with any school district? Yes _____ No _____
- C. Have you ever been dismissed from any teaching or administrative position? Yes _____ No _____
- D. Have you ever been convicted of a felony? Yes _____ No _____

EMPLOYMENT HISTORY (Please begin with your most recent experience first)

The following is a complete list of all employment as an Educator. Yes _____ No _____

Position/Title	Organization/Location	Grade Level(s)	Enrollment

(Please continue on a supplemental sheet)

EDUCATION (Please begin with most recent education first)

Institution	Dates Attended	Major/Minor	Degree

(Please continue on a supplemental sheet)

REFERENCES

Please list the names of four or more persons who know of your professional work and qualifications as a school administrator.

Name	Position	Address	Telephone

I am currently under contract for the coming school year. Yes _____ No _____

I will be able to indicate acceptance of a contract, if offered, by _____
(Date)

A personal interview will be required of all applicants prior to being employed.

I solemnly understand that: (1) Any contract issued is conditioned upon having an Idaho Administrator's Certificate, valid for the period of service covered by the contract and (2) any false statement made in this application shall constitute grounds for voiding any contract issued at the discretion of the Board.

Signature _____ Date _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, do hereby authorize the Potlatch School District #285 to conduct a background investigation, including criminal convictions, driving records, previous employment and personal references as a part of the application process. I consent to the release of information by School Districts, Institutions of Higher Learning and individuals employed by the same with knowledge of my professional and personal qualifications to furnish to Potlatch School District No. 285 any and all information regarding me in order that authorities of said District may determine my suitability for the position for which I have applied.

I authorize authorities of Potlatch School District No. 285 to make inquiry of my present and past employers and/or professional associates regarding my character, integrity and reputation. Exceptions, if any, are _____

Signed _____

Date _____

VETERAN STATUS

Please circle the appropriate response below

I (am, am not) claiming veteran's preference as per Idaho Code 65-305. Initial _____ Date _____

I (have, have not) previously claimed such preference. Initial _____ Date _____

*A completed application packet includes:

- Formal Letter of Application that outlines how the candidate's qualifications and experiences meet the qualities and qualifications outlined in the application brochure.
- A completed District Application Form
- A current Resume
- An updated placement file and/or at least five letters of recommendations, two of which should come from current or former board members.