# NAME:

First MI Last Email

Address:                  

# *Street Address City State Zip Code*

Telephone: Home:       Office:       Cell:

Current Position: Current Salary:

Responsible for a budget of:       Total employees:

Do you currently hold certification as an administrator in Missouri? Yes:  (expiration date      ) No:

If “Yes” – District Superintendent?\_\_\_\_\_\_\_\_ Building Principal? \_\_\_\_\_\_\_\_\_\_\_Other?\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR,** Are you eligible to be certified as an administrator in Missouri? Yes:  No:

Are you presently certified as an administrator in another state? Yes:  (Where -      ) No:

What is your employment contract status for 2020?

# Educational Preparation - Beginning with Bachelor's Degree

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **Major/Minor** | **YEAR EARNED** | **COLLEGE/UNIVERSITY** | **CITY/STATE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Employment Experiences to Date (include current assignment).

May a contact be made with your present employer?  Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM/TO** | **POSITION** | **INSTITUTION/LOCATION** | **#of Employees or Enrollment** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

REFERENCES:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME/POSITION** | **RELATIONSHIP TO APPLICANT** | **ADDRESS** | **PHONE NUMBERS** |
|  |  |  |  |
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|  |  |  |  |
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**BACKGROUND**:

|  |  |  |
| --- | --- | --- |
| Have you ever been arrested for any violation other than minor traffic violations? | Yes | No |
| Have you ever been disciplined, discharged, or asked to resign from a prior position? | Yes | No |
| Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? | Yes | No |
| Has your contract in a prior position ever been non-renewed? | Yes | No |
| Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? | Yes | No |
| Have you ever been charged with or investigated for sexual abuse or harassment of another person? | Yes | No |
| Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? | Yes | No |
| Have you ever had a professional license or certificate suspended or revoked in any state, or has you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? | Yes | No |
| Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct or a period of time in connection with any crime (other than a minor traffic offense)? | Yes | No |

**If you have answered YES** to any of the previous questions, **provide full details on an additional sheet** including, with respect to court actions, the date, offense in question, and the address of the court involved. Convictions or other disposition of a crime is not necessarily an automatic bar to employment. Great Circle reserves the right to conduct a criminal background check on any and all applicants.

APPLICATION PROCEDURE

**Search being conducted by Missouri Association of Rural Education (MARE)**

Applicants are advised to mail (Please do not email materials!) all application materials to ***Great Circle VP for Education Programs Search***, Dr. Mike Jinks, Search Consultant. Direct all questions to: Dr. Mike Jinks, Search Consultant, Phone: (660) 441-7473; Fax: (660) 747-8160; Email: **19mj46@charter.net.**

Initial applications will be kept confidential; however, all applications, letters of reference, resumes, transcripts, credentials, etc., for the purpose of this application process will, upon receipt, become the sole property of **Great Circle**, and shall remain their property indefinitely.

Please include:

* Completed application form and current resume with three letters of reference.
* Cover letter directed to **Great Circle**. (Describe reasons for interest in the position and provide a record of significant accomplishments over the past five years).
* Evidence of Missouri Administrator Certification or eligibility thereof, (copy of certificate).
* Transcripts and current placement papers or credentials.
* Any other supporting documents that would enhance the application file.
* Selected finalist will provide a copy of their most recent background check in conjunction with contract signing.

Forward credential file to ***Great Circle VP for Education Programs Search*** Attn: Dr. Mike Jinks, Search Consultant, 116 Fairview Avenue, Warrensburg, Missouri 64093.

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| ***STATEMENT OF NON-DISCRIMINATION*** *-* ***Applicants for admission and employment, students and employees of Great Circle are hereby notified that this institution does not discriminate on the basis of race, color, creed, religion, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities.*** |

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure. I authorize investigation of all statements in this application and certify that all information included is complete and accurate.

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| --- | --- | --- |
|  |  |  |
| Signature |  | Date |