

BROCKTON SCHOOL DISTRICTS 55-55F

**PO Box 198
Brockton, MT 59213
406 786 3195**

ADMINISTRATIVE APPLICATION FORM

NAME _____
first middle initial last

PRESENT ADDRESS _____
street city state zip

PERMANENT ADDRESS _____
street city state zip

E-MAIL ADDRESS: _____

PHONE# _____ CELL PHONE# _____

The phone numbers listed should be where we can contact you during the application process.

Present position	
District student enrollment	
District annual budget	
Salary during current school year	
When could you begin work here?	

CERTIFICATE INFORMATION

You must be eligible for a Montana certificate to be considered for an administrative position in this district.

Class	Level	Folio Number	Subject Endorsements	Date Issued	Expiration Date

EDUCATION

Level	University Name/Location	Degree Awarded	Date Degree Awarded	Major	Minor
University					
Graduate School					
Other Schools					

WORK EXPERIENCE

List most current employers first. Include both school and non-school experience. Please attach additional pages if necessary.

Employer	Complete Mailing Address	Position	Dates from to	# of months	# of teachers in system (if applicable)
	Address				
	Phone #				
	Address				
	Phone #				
	Address				
	Phone #				
	Address				
	Phone #				
	Address				
	Phone #				

REFERENCES

List four (4) references who can be contacted to provide current recommendations regarding your professional and personal qualities as they relate to the administrative position you are seeking. Please include at least one administrator, one trustee and one staff member.

Name and Title of Reference	Current Address	Relation to Your Listed Work Experience	
		Position	Location
	Address		
	Phone #		
	Address		
	Phone #		
	Address		
	Phone #		
	Address		
	Phone #		
	Address		
	Phone #		

GENERAL ADMINISTRATIVE QUESTIONS

Why do you want to become a principal in our district?

Describe your philosophy of discipline. Explain how you view the role of the principal in the discipline of students.

Discuss your philosophy/strengths related to effective communication with students/parents and the community. Briefly describe any programs you may have implemented.

Public schools are challenged to meet the needs of students of diverse cultures, backgrounds and abilities. How do you effectively involve these students in the school's total environment? Relate your experience working with minorities.

In your previous experience, in what ways have you most influenced a school and community?

PROFESSIONAL CONDUCT

1. Since you are applying for a position that involves working with children, please complete the following:

Have you ever been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, contributing to the delinquency of minors, extortion, blackmail, coercion or any crime which involves drugs?

Yes No If yes, please explain the nature of the offense, place and date: _____

2. Since you are applying for a position that involves handling money or school district property, please complete the following:

Have you ever been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion?

Yes No If yes, please explain the nature of the offense, place and date: _____

3. Have you ever had a diploma, credential or license denied, revoked or suspended?
 Yes No If yes, please explain fully. _____

4. Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency?
 Yes No If yes, please explain fully. _____

5. Have you ever been dismissed from any public position for immoral or unprofessional conduct, or for unfitness for service?
 Yes No If yes, please explain fully. _____

6. Have you every been dismissed from any public position for persistent defiance of, or refusal to obey the laws and regulations of the institution or agency?
 Yes No If yes, please explain fully. _____

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

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IMPORTANT -- PLEASE NOTE

Applications will **NOT** be considered unless all information on the application form is completed and all required information is on file. You must submit the following:

- completed application form
- completed affirmative action report
- letter of application
- résumé
- copy of your administrative certificate
- copy of university transcript

By policy of Brockton School District 55-55F, your name will be submitted to the Montana Department of Justice for a fingerprint background check.

Brockton School District 55-55F is an Equal Opportunity Employer whose policy is to follow fair practices in employment, services and treatment to all persons without regard to race, creed, sex, age, national origin or handicap.

I hereby authorize Brockton School District 55-55F to inquire as to my record with any and all of my references and my former and/or current employers with no liability arising therefrom. I affirm that the statements and facts set forth in my application for employment are true and complete. I understand that if employed, false statement on this application shall be considered sufficient cause for dismissal.

Signature _____ Date _____