

Hamilton Community Schools

903 S. Wayne Street
Hamilton, Indiana 46742
Phone: 260-488-2513 — Fax: 260-488-2348
www.hcs.k12.in.us

ADMINISTRATIVE APPLICATION

It is the policy of the Hamilton Community Schools to provide equal access to all employment and educational opportunities regardless of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability. For inquiries of the Title IX Coordinator, Section 504 Coordinator, and Americans With Disabilities Act (ADA), contact the Superintendent

PERSONAL DATA

Name:

Last

First

Middle

Home Address:

Street

City

State

Zip

Home Telephone Number:

Business Telephone Number:

Business Address:

Street

City

State

Zip

E-mail Address (optional):

Present Position:

Length of Service:

Years at current corporation:

Years at current position:

Name of School District:

Grade Levels Served:

Total Pupils Enrolled:

Number Certified Staff:

Number Classified Staff:

Do you hold or are you currently eligible to obtain a valid Indiana Principal's License:

Yes

No

REFERENCES

List the names of five (5) persons who know your professional background and qualifications and may be contacted for a reference. Include board members, administrators, professors, and members of the community.

Name	Address	Office Phone	Home Phone
1.			
2.			
3.			
4.			
5.			

EDUCATION

Undergraduate

<u>Institution</u>	<u>Dates Attended</u> <u>To</u>	<u>Major/Minor</u>	<u>Degree & Date</u>

Graduate

<u>Institution</u>	<u>Dates Attended</u> <u>To</u>	<u>Major/Minor</u>	<u>Degree & Date</u>

Additional Educational Preparation (including specialized seminars, training, workshops, etc.)

<u>Institution</u>	<u>Dates Attended</u>	<u>Specialization</u>

CERTIFICATES HELD (Type, State, and Expiration Date)

PROFESSIONAL EXPERIENCE (List in order, most recent first)

<u>Employer</u>	<u>Position</u>	<u>Dates of Service</u>

MEMBERSHIPS AND AFFILIATIONS (educational and other)

<u>Organizations</u>	<u>Leadership Role</u>	<u>Dates</u>

HONORS AND DISTINCTIONS

List degrees, honors, awards, commendations, or other distinctions received:

COMMUNITY ACTIVITIES

Share ways you have been involved in your community:

<u>Community</u>	<u>Remarks</u>

PERSONAL RESPONSE QUESTIONS

On a separate sheet(s) please respond to the following questions:

1. What do you believe are the three greatest challenges to public education, and how do you plan to address those issues at Hamilton Community Schools
2. Briefly identify your three most significant professional accomplishments including appropriate dates.
3. What are your sources for educational practice, changes and innovation?
4. What area(s) do you feel the least qualified?
5. What do you do for fun and relaxation?
6. Express your unique qualifications that may distinguish you from other candidates for this position?

The following should be submitted:

- ✓ Personal letter of intent
- ✓ Properly completed application
- ✓ Current resume
- ✓ College or University placement credentials
- ✓ Copy of valid Indiana Administrative License, or a letter of eligibility from the state licensing board

OTHER QUESTIONS

- Yes No 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
- Yes No 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
- Yes No 3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- Yes No 4. Have you ever been charged with or investigated for physical sexual abuse of another person?
- Yes No 5. Have you ever been charged with, pleaded guilty or "no contest," or been convicted of, any crime involving sexual abuse of any person or any other crime of moral turpitude?
- Yes No 6. Have you ever been convicted of a misdemeanor and/or felony or ever entered a plea of guilty or a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for a crime?
- Yes No 7. If selected for interview, will you consent to Hamilton Community Schools obtaining a credit history report?

If you have answered yes to any of the first six questions, please explain on a separate paper including the date of the incident, charge, any court action taken, the offense in question, and the address of any court involved.

AUTHORIZATION AND RELEASE

I authorize the Hamilton Community Schools to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including "limited criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers, or local, state, or federal agencies to provide Hamilton Community Schools any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Hamilton Community Schools, its officials, employees, trustees, or agents, or against any individual, corporate, and/or agency provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

Signature

Date

Should this application be treated as confidential with regard to your present employer? Yes No

PLEASE SIGN, DATE AND MAIL BACK TO THE BELOW ADDRESS

Mr. Jon Willman, Superintendent
Hamilton Community Schools
903 S. Wayne Street
Hamilton, Indiana 46742

Phone: 260-488-2513 Fax: 260-488-2348

Email: jon.willman@hcs.k12.in.us

