SUPERINTENDENT APPLICATION

Dent-Phelps R-III School District

27870 Highway C
Salem, MO 65560
573-729-4680
Fax: 573-729-8644

Website: dentphelps.org
Email: admin@dentphelps.k12.mo.us

Home of the Bobcats

PRINT CLEARLY OR USE TYPEWRITER. Answer all questions completely. This application is part of the review procedure. Incomplete information will affect the evaluation of your application. No question on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of physical or mental condition unrelated to the performance of the position for which you are applying.

Name: _____

Previous Last Name(s): _____

Social Security Number: _____

Mailing Address: _____

Residence Address: _____

_____

Telephone: Home _____

Work _____

Date of Application: _____

Please complete entire application. Do not use "refer to resumé."

Person other than spouse who will always be able to provide us with your current address and/or phone number.

Name: _____

Mailing Address: _____

_____

Telephone: _____

MISSOURI CERTIFICATIONS		
Certificates (Administrative, Elementary, Secondary, Vocational, etc.)	Endorsements (ESL, Bilingual, Learning Disabled, Physical Education, etc.)	Date of Expiration

PROFESSIONAL REFERENCES			
List four references, other than relatives, who have knowledge of your work experience and abilities. Please list in reverse chronological order, beginning with your most recent first.			
Name	Title	Address	Phone

EDUCATIONAL AND PROFESSIONAL TRAINING

Please list in chronological order, all educational institutions attended. Transcripts must be provided for each institution listed. The information on all items should be complete and accurate as it is used as the basis for determining salary.

Name and Location of Institution	From	To	Semester Hours	Degree/GPA	Major	Minor
Undergraduate College Work						
Graduate College Work						

Fully certified as superintendent (Circle) YES or NO Explain, if not fully certified, date of final certification.

This district does not discriminate on the basis of age, race, color, national origin, religion, gender, or disability in its educational programs or activities, or in its employment practices.

PRIOR EXPERIENCE

Account for any gaps in employment. Attach a specific supplement if necessary. Do not indicate, "See Resumé."

From _____ Month Yr. To _____ Month Yr.	No. of Yrs. FT PT	Employer	Job Title/Duties
		Address	
Name of Supervisor or Contact		Phone	Salary
		Reason for leaving	
From _____ Month Yr. To _____ Month Yr.	No. of Yrs. FT PT	Employer	Job Title/Duties
		Address	
Name of Supervisor or Contact		Phone	Salary
		Reason for leaving	
From _____ Month Yr. To _____ Month Yr.	No. of Yrs. FT PT	Employer	Job Title/Duties
		Address	
Name of Supervisor or Contact		Phone	Salary
		Reason for leaving	

STATEMENT OF EDUCATIONAL PHILOSOPHY AND LEADERSHIP STYLE

In your own handwriting, briefly describe your philosophy of education, illustrating your approach as a leader. You may attach necessary additional information.

CONVICTION REPORT

Because of the tremendous responsibility Dent-Phelps R-III School District has to its school children and community, the following information is needed from all applicants and employees regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Superintendent or Personnel designee. Please read carefully and answer ALL questions.

Please print clearly.

Name: _____
Last First Middle

Other names used (maiden): _____

Social Security Number: _____

Have you ever been convicted of a minor offense other than a minor traffic violation(s)? (Circle) Yes or No

Have you ever been convicted of a felony? Yes or No

Have you ever been convicted of a sex or drug related offense? Yes or No

Have you ever been convicted of a dangerous crime against children as defined in ARS 13.604.01? Yes or No

If any of the above questions are circled "Yes", fill in the information below and attach a letter of explanation.

CONVICTION INFORMATION

(Include all except MINOR traffic violations)

1. Conviction/Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks		Length and Terms of Probation	
2. Conviction/Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks		Length and Terms of Probation	

CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

Missouri law requires applicant to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping, and sexual abuse.

GENERAL EMPLOYMENT INFORMATION

1. Are you legally eligible to work in the United States? (Circle) Yes or No

2. Do you have authorization to begin working immediately? Yes or No

3. Have you ever been dismissed from a position? Yes or No

4. Have you ever been asked to resign from a position? Yes or No

If yes, explain: _____

5. Have you ever worked for Dent-Phelps R-III School District? Yes or No

If yes, when and in what capacity?

_____

_____

REQUIREMENTS FOR CERTIFICATED APPLICATIONS

Thank you for your interest in the Dent-Phelps R-III School District. We look forward to reviewing your application.

Applications are required to be complete when submitted. Items 1-4 must be submitted together for your application to be considered complete.

1. COMPLETED APPLICATION, RESUME, AND LETTER OF APPLICATION (Include reasons for interest in the position and description of significant accomplishments of the past few years. You must complete all sections of the application form. Please feel free to include any additional information that you feel strengthens your application.

2. TRANSCRIPTS: Unofficial transcripts are acceptable until you are employed. Official transcripts must be received within 30 days of hire. Complete transcripts include all course work listed on your application.

3. MISSOURI CERTIFICATE: If you currently hold a Missouri Teaching and Administrative Certificate, we ask that you submit a copy with your application. If you do not currently hold a Superintendent's Certificate, please include evidence of eligibility thereof.

4. LETTERS OF RECOMMENDATION

PLEASE READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE.

I certify that all statements in this entire application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment or dismissal of employment with the Dent-Phelps R-III School District. I authorize the Dent-Phelps R-III School District to independently verify all information I have given on this application, to include verification of educational background and employment records. I specifically waive any right I have to examine a copy of written communication regarding employment by any former or current employer of mine. I further release any institution or individual from any liability or damages that might result or be claimed because of information provided. I have been advised that consideration for salary credit for previous experience in public schools will be based upon full-time certificated work experience, as recorded on this application. Such credit will be given only at the initial time of employment. I understand that my employment is not finalized until the background investigation has been completed.

I have been advised that all applicable state and federal statutes apply to Dent-Phelps R-III School District practices and procedures. Dent-Phelps R-III is an equal opportunity institution. It is the policy and intent of this District not to discriminate in its educational programs and activities or in its employment on the basis of race, color, gender, age, religion, creed, marital status, citizenship, national origin, physical or mental handicap, veteran status, or any other unlawful basis.

_____ _____

Signature Date

All complete applications will be kept on active file for 45 days or until notification has been received that you have signed a contract elsewhere.