

# **Kamiah Joint School District No. 304**

**1102 Hill Street**

**Kamiah, ID 83536**

**Phone: (208) 935-2991**

**Fax: (208) 935-4005**

**tlynde@kamiah.org**

## **ADMINISTRATIVE APPLICATION**

Thank you for your recent inquiry about employment in the Kamiah School District. Please read the following information which will enable you to complete the application process.

Key materials considered necessary to have on file in the Personnel Department for initial consideration for any available positions include the following:

- (1) Letter of Inquiry
- (2) Completed Application Form
- (3) Current Resume
- (4) Transcripts from all Colleges/Universities
- (5) Copy of your Idaho Administrative Certificate or evidence that you can qualify for an Idaho Certificate

Purging of all Administrative Applicant Files occurs one year from the date the initial application was received. If you would like your file to remain active, you must notify the Personnel Department prior to the end of one year.

Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Please list the Administrative positions in which you are qualified based on certificates, training, experience, and preference:

**1.** \_\_\_\_\_ **2.** \_\_\_\_\_ **3.** \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL TRAINING**

Please list, in order of attendance, all educational institutions attended.

Name and location of institution	From: Mo/Yr	To: Mo/Yr	Semester Hrs*	Degree/Date	Major	Minor
High School			N/A			
Undergraduate College Work						
Graduate College Work						

\*Multiply quarter hours by two-thirds to get equivalent semester hours.

Are you certified in the State of Idaho? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, type of certificate(s) \_\_\_\_\_

Endorsements \_\_\_\_\_

Date Certificate(s) Expire \_\_\_\_\_

Are you eligible for Idaho Certification? Yes \_\_\_\_\_ No \_\_\_\_\_

[Call Idaho Department of Education, Certification, to Check (208) 332-6880.]

What date did you receive your Initial Teaching Certificate (and state)? \_\_\_\_\_

\*We Are An Equal Opportunity Employer & Provider\*



5. List names, positions, and addresses of any present or former supervisors or colleagues who are qualified to speak authoritatively about your professional abilities and achievements, and whom you have asked to serve as a reference on your behalf.

**Please list both a work and a home telephone number.**

Name	Position	Address	Telephone Number
			Work: Home:
			Work: Home:
			Work: Home:
			Work: Home:

6. Please respond to the following questions:

a. Describe your administrative style.

b. Please identify three (3) important contemporary professional issues, trends, problems, etc., which are a personal concern to you.

c. Please feel free to add any information which you think relevant to your application for a position with the Kamiah School District (e.g., G.P.A., Class standing, dean's list, relevant travel, special commendations, etc.).



**OTHER PERTINENT INFORMATION**

The following information will be kept confidential and may be answered at your option: Have you ever been dismissed or asked to resign from any position, failed to fulfill a contract, subject to non-renewal of contract, or placed on a Needs Improvement? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain fully on a separate sheet of paper.

Are you currently under contract? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged or convicted of a felony or sex crime: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain fully on a separate sheet of paper.

A complete file consists of a letter of inquiry, completed application form, official transcripts from all colleges/universities, a placement file, a current resume, and a copy of your Idaho Administrative Certificate(s).

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It is my understanding that, as part of the Kamiah School District procedures for processing my employment application, a background report may be made which allows access to confidential and proprietary information and systems. Information is obtained through third parties, such as business associates, present and previous employers, Idaho State Police, Federal Bureau of Investigations, or others familiar with my background. This inquiry may include confirmation and information as to my character, general reputation, previous employers, educational background, current and previous residence locations for the last five (5) years, military service, and conviction records. I understand finalists will be responsible for all fees, that are charged to the School District, for Criminal Background checks. I hereby authorize the Kamiah School District to obtain from my former employers and listed references all data needed to support this application. I agree that reference material may be kept in confidence, and the Kamiah School District, its' agents, employees, and/or directors may not be liable in any manner for relying on material contained in this application, including references, in making employment decisions. I certify that all statements made on this application are true and complete to the best of my knowledge and that any false statements will subject me to disqualification or immediate dismissal. It is my understanding that employment with the Kamiah School District requires the approval of the Board of Trustees or designee.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYEES**

I, \_\_\_\_\_ do hereby authorize School Districts, Institutions of Higher Learning and Individuals employed by the same with knowledge of my professional and personal qualifications to furnish to Kamiah School District No. 304, 1102 Hill Street, Kamiah, Idaho 83536, 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. It is understood that information obtained by the District in this regard will be considered confidential and will not be shared with the applicant.

I authorize authorities of Kamiah Joint School District No. 304, Kamiah, Idaho, to make inquiries of my present and past employers and/or professional associates regarding my character, integrity, and reputation. Exceptions, if any, are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date