



# ADMINISTRATIVE APPLICATION

Mountain Institute JTED District #2  
 3003 Centerpointe East Dr. • Prescott, AZ 86301  
 Phone 928-771-0791 • Fax 928-771-0793

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. No questions 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 any physical handicaps or mental condition unrelated to the performance of the position for which you are applying.

## AN EQUAL OPPORTUNITY EMPLOYER

Administrative position for which you are applying: \_\_\_\_\_

This application will be considered complete when the District is in receipt of the following:

- |   |  |
|---|--|
| _____ letter of interest                  | _____ placement credential(s) or resume  |
| _____ completed application form          | _____ transcript(s) of credits/degrees (copies are ok, but originals required at hiring) |
| _____ copy of current AZ certification(s) |  |

**1. PERSONAL:**

Name: \_\_\_\_\_ Social Security #: (will be requested if hired)  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(Number/Street) (City) (State/Zip)

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**2. PRESENT EMPLOYMENT:**

Title of present position: \_\_\_\_\_ Employed by: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Number of Students Supervised \_\_\_\_\_ Number of Staff Supervised: \_\_\_\_\_

Length of time in present position: \_\_\_\_\_ Present contractual relationship and salary: \_\_\_\_\_

**3. SUMMARY OF EXPERIENCE:** List employment experience in chronological order (most recent at top). Please include both teaching and administrative experience.

| Institution and Location | Position | From/To | Years |
|--------------------------|----------|---------|-------|
| _____                    | _____    | _____   | _____ |
| _____                    | _____    | _____   | _____ |
| _____                    | _____    | _____   | _____ |
| _____                    | _____    | _____   | _____ |
| _____                    | _____    | _____   | _____ |

4. SUMMARY OF EDUCATION: (list in chronological order, most recent at top):

| Name of School and Location – Include High School, College, Graduate Work | Dates | Sem. Hrs. | Degree/<br>Diploma | Major<br>Subject | Minor<br>Subject |
|---|-------|-----------|--------------------|------------------|------------------|
| _____   | _____ | _____     | _____              | _____            | _____            |
| _____   | _____ | _____     | _____              | _____            | _____            |
| _____   | _____ | _____     | _____              | _____            | _____            |
| _____   | _____ | _____     | _____              | _____            | _____            |

5. ARIZONA CERTIFICATION: (list all you hold)

| Certificate Type | Certificate Number | Expiration Day |
|------------------|--------------------|----------------|
| _____            | _____              | _____          |
| _____            | _____              | _____          |
| _____            | _____              | _____          |

If not presently certified in Arizona, when do you expect to be? \_\_\_\_\_  
 \_\_\_\_\_

6. COMMUNITY INVOLVEMENT, SERVICE, AND HONORS:

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

7. REFERENCES:

Are your updated credentials on file with a placement bureau? Yes ( ) No ( )  
 If Yes, have you requested that they be forwarded to us? Yes ( ) No ( )  
 If No, please include an updated resume and three (3) letters of reference with this application.

Please list persons who are knowledgeable of your professional work. *Be sure to include your current/most recent immediate supervisor.*

| Name | Official Position | Address | Dates | Phone |
|------|-------------------|---------|-------|-------|
|      |                   |         |       |       |
|      |                   |         |       |       |
|      |                   |         |       |       |
|      |                   |         |       |       |

May we contact references, both listed and otherwise upon receipt of application? Yes ( ) No ( )  
 Please respond to the following questions. “Yes” answers will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

8. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES" you must provide the dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).  
 \_\_\_\_\_ YES \_\_\_\_\_ NO. Explanation: \_\_\_\_\_
9. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).  
 \_\_\_\_\_ YES \_\_\_\_\_ NO. Explanation: \_\_\_\_\_
10. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.  
 \_\_\_\_\_ YES \_\_\_\_\_ NO. Explanation: \_\_\_\_\_
11. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.  
 \_\_\_\_\_ YES \_\_\_\_\_ NO. Explanation: \_\_\_\_\_
12. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604.01?  
 \_\_\_\_\_ YES \_\_\_\_\_ NO. If so, provide details, including date of conviction, court where convicted, sentence imposed and present status of convictions. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Have you ever been convicted of a felony? Yes ( ) No ( ) If yes, attach an explanation.
14. RECRUITMENT SOURCE: Please indicate the publication or other source where you obtained information regarding this position so we can determine the effectiveness of various recruitment efforts.  
 \_\_\_\_\_
15. WRITING SAMPLE: Please describe in an attached one-page document a time when you exhibited strong leadership skills which positively impacted your educational organization.

I attest that all information provided in this application is true and correct. I understand that, if employed, false statements shall be considered sufficient cause for dismissal. I authorize the verification of this information and the release of grade transcripts and additional information pertinent to my employment from the sources identified in this application.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date