



# WEISER SCHOOL DISTRICT #431

**Application for  
Administrative Position**

WEISER SCHOOLS

High Achievement,  
Responsible Citizenship

*Weiser School District #431 is an equal opportunity employer/educator with a drug, alcohol and tobacco free environment. Discrimination based on race, color, religion, sex, age, disability, national origin, financial ability, parental status or marital status does not exist in the District. Equal access to employment services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization. Questions or complaints should be addressed to the District Office.*

PERSONAL INFORMATION Section 1

First Name (Legal)	Middle Name(Legal)	Last Name (Legal)	Other Last Names
Street Address		City	State      Zip
Home Phone Number/Cell Phone	Social Security Number	E-mail Address	
Name of Person to Contact if You Are Unavailable		Contact Person's Phone Number	
Position Desired:			

EMPLOYMENT HISTORY Section 2

List all positions held six (6) months or more. Begin with last position. Are you presently under contract in another school district? ___Yes___No      Date Available _____ Total contract experience: _____								Please check appropriate boxes.			
	Service		Position Grade/ Subject	Street Address			Principal/Supervisor Current Work/Home Phone Number	Full Time	Part Time List %	Sub-Stitute	Private School
	Month	Year		City	State	Zip					
FROM											
TO											
FROM											
TO											
FROM											
TO											



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**PROFESSIONAL REFERENCES** **Section 3**  
 (List at least four current references capable of assessing your ability to perform the work for which you are applying.  
 Include the names of superintendents or administrators with whom you have worked.)

Name	Title	Address	City/State/Zip	Current Phone #

**CERTIFICATION (Please Enclose Copy)** **Section 4**  
 Elementary     Secondary     Other

Endorsement	Expiration Date	Endorsement	Expiration Date
Endorsement	Expiration Date	Endorsement	Expiration Date
Passed the Praxis Exam? Yes or No Date Taken:      Test #:      Score:	Are you considered HQT as defined by Idaho SDE in your areas of endorsement? Yes or No, please define which area is not HQT		Literacy Certificate? Yes or No
			National Board Certified? Yes or No

**EDUCATION** **Section 5**  
 List all college and university preparation

Colleges/Universities City, State	From –To Dates	Major	Semester Hours	Minor	Semester Hours	List Type and Date of Degree

**STUDENT TEACHING EXPERIENCE** **Section 6**  
 If you have one or more years of teaching experience, you may omit this section

From	To	Grade Level or Subject(s) Taught	Name and School Address of Cooperating Teacher	Phone Contact #
			Building Administrator(s)	Phone Contact #
			Name and School Address of Cooperating Teacher	Phone Contact #
STATUS-CHECK ONE <input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Started			Building Administrator(s)	Phone Contact #



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## ACTIVITIES

### Section 7

**CO-CURRICULAR AND/OR ATHLETIC ACTIVITIES YOU WOULD BE WILLING TO LEAD** (Example: yearbook, newspaper, pep club, cheerleading, student council, honor society, sports programs.)

List areas of interest in which you have experience:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List personal interests and activities:

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

List professional growth activities, staff development, workshops, classes, and computer expertise relevant to this position:

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

List the professional committees and task forces and the role in which you served.

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

List any additional information supporting your candidacy for this position.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## NARRATIVE

Section 8

Please answer the following questions in accordance with your personal philosophy of education.

1. What is your definition of an Instructional Leader? Briefly describe your leadership style and the skills you have that make you an effective instructional leader.

2. Describe the role of communicator for a principal. What communication strategies would you employ as a principal? How will you go about developing positive relationships with your staff, students, and parents using your communication skills?

3. How familiar are you with federal programs (IDEA, 504, Title 1, LEP, Migrant Ed., Homeless Ed.)? Why is it important for the principal to understand how these programs serve disadvantaged students?

## NARRATIVE

Section 9

Please answer the following questions in accordance with your personal philosophy of education.

4. Identify one important contemporary professional issue, trend, problem, etc. which is of personal/professional concern to you. Briefly describe why it is a concern and how you have chosen to resolve that issue in your personal/professional life.

5. Which of the following is a relative strength for you and which is an area in which you recognize a need to improve? Select only one area of strength and one as an area for improvement. Briefly explain why you selected both. If you do not see a relative strength or weakness that you can identify with, choose your own.

Supervision of Staff (including Evaluation)	Strategic Planning
Parent & Public Relations	Student Discipline and Behavior Modification
School Finance and Budgeting	Special Education
Staff Development	Curriculum Development and Implementation
Setting High Expectations for Academic Achievement	Building Positive School Culture
Remediation for Slow and Underachieving Learners	



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*The Weiser School District will consider preference for employment to Veterans  
 pursuant to Idaho Code 65-501, et. seq.*

**V1: Are you claiming the Veteran’s Preference per Idaho Code Section 65-503A?**

YES

NO

If you answered “Yes” to Question V1, please attach a copy of your DD-214 (honorable discharge) to your application. In addition, please include a copy of the **District’s Veteran’s Preference Form** and attach the completed form to your application. The **Veteran’s Preference Form** is available on the Weiser School District website or from the Weiser School District Office, 925 Pioneer Rd., Weiser, ID.

**V2: Have you previously claimed Veteran’s Preference in connection with an application for employment with the District?**

YES

NO

**V3: Are you also claiming Veteran’s Preference as a “disabled” veteran as defined at Idaho Code Section 65-502(4)?**

YES

NO

If you answered “yes” to Question V3, in addition to your DD-214, please also submit with your application any one of the following forms of documentation to verify your status as a qualifying Disabled Veteran:

- (a) Official documentation indicating you have a service-related disability of ten percent (10%) or more;
- (b) Official documentation indicating you are receiving compensation related to a service-connected disability including retirement benefits or pension from the military or the Department of Veteran’s Affairs.
- (c) Official documentation indicating you are a Purple Heart recipient.



# WEISER SCHOOL DISTRICT #431

## CRIMINAL HISTORY BACKGROUND STATEMENT

PLEASE PRINT

State	Driver License Number	Last Name-Legal	First Name-Legal	Middle Init	Date of Birth	Sex	Social Security Number
Street Address		City	State	Zip		Home/Cell Phone Numbers	

List maiden/other names previously used \_\_\_\_\_

List other states where you have resided as an adults (above 18 years of age) \_\_\_\_\_

**YOU MUST CHECK YES OR NO TO EACH QUESTION BELOW**

1. Are you able to perform the essential tasks of the job for which you are applying? Yes  No
2. Have you ever been convicted of an offense other than a minor traffic violation/infraction? Yes  No
3. Have you ever received any conviction for DUI and DWI? Yes  No
4. Have you ever been convicted of a felony? Yes  No
5. Have you ever been convicted, received withheld judgment or pled to *any* sex-related charge? Yes  No
6. Have you ever been convicted, received withheld judgment or pled to a drug-related offense? Yes  No
7. Have you ever been convicted, received withheld judgment or pled to an act of violence, including domestic violence? Yes  No
8. Has your professional license ever been revoked, suspended or placed on conditions? Yes  No
9. Have you ever been discharged or separated from a position with a school district or been asked to resign a licensed agreement? Yes  No
10. Have you ever been the subject of an investigation by a school district or any other employer? Yes  No
11. Have you ever had sanctions placed on your teaching certificate for any reason? Yes  No
12. Have you ever been denied a teaching certificate anywhere? Yes  No
13. Is disciplinary action currently pending anywhere against your certificate? Yes  No
14. Is anyone living at the same address as applicant required to register for the Sex Offender Registry? Yes  No

If you have answered "yes" to any of the above questions, please explain:

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**Please Note: All applicants must sign below**

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

**The Immigration and Reform Act of 1986** requires the District to verify that all new employees are eligible to work in the United States. Upon employment with the District an individual will be required to provide appropriate documentation of both employment authorization and individual identity **within the first three days of employment**. This verification is a condition of employment.

As part of my application for employment, I hereby consent to and authorize the release of any and all information to Weiser School District, which may be considered in evaluating my qualifications for employment.

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



***Our Vision:  
To be the highest  
achieving rural school  
district in the State of  
Idaho***

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