

Atlanta C-3 School District

600 South Atterberry * Atlanta, MO 63530 * 660-239-4212 * Fax 660-239-4205

Application for Principal Position

Date of Application _____

Instructions: Please complete the application in full and mail it to the following address:

Atlanta C-3 School District
ATTN: Will Perkins, Superintendent
600 South Atterberry
Atlanta, Missouri 63530

It is essential that you submit all documents requested:

1. A completed and signed application form
2. Letter of Application
3. College Transcript (s)
4. Copy of Administrative Certificate (if applicable)
5. Placement File or 4 Letters of Reference
6. Resume

Personal Data

Name _____
Last First Middle

Present Address _____ (_____) _____
Street City State Zip Telephone Number

Work Phone (____) _____ Social Security Number _____ - _____ - _____ Teacher Retirement Number _____

Are you a U.S. Citizen? ___yes ___no Have you ever been convicted of a felony? ___yes ___no

Have you ever been investigated by state authorities for alleged physical or sexual child abuse? ___yes ___no

Have you previously been employed by the Atlanta C-3 School District? ___yes ___no If so, Date _____

Name and address of someone who will always know your address. Do not list husband or wife.

Name Street City State Zip Telephone

It is the policy of the Atlanta C-3 School District not to discriminate on the basis of race, color, creed, sex or disabilities in its education programs, activities, or employment practices. Inquiries by applicants or employees regarding Atlanta C-3 School District nondiscrimination policies should be directed to the Superintendent's Office at the address and telephone indicated above.



Home of the Hornets!

The Atlanta C-3 School District is an equal opportunity employer.

EDUCATIONAL PREPARATION

| NAME AND LOCATION OF SCHOOL OR COLLEGE | DEGREE | GRAD DATE | COLLEGE HOURS |
|--|--------|-----------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Undergraduate major _____
 MA or M.Ed. major area of study _____
 Ed. Spec. major area of study _____
 Ph.D or Ed.D. major area of study _____

AREAS OF CERTIFICATION

List current teaching and administrative certificates held in Missouri and other states.

| STATE | AREAS | GRADES COVERED | TYPE OF CERTIFICATE LIFE__ OTHER__ |
|-------|-------|----------------|---------------------------------------|
| _____ | _____ | _____ | LIFE__ OTHER__ |
| _____ | _____ | _____ | LIFE__ OTHER__ |
| _____ | _____ | _____ | LIFE__ OTHER__ |
| _____ | _____ | _____ | LIFE__ OTHER__ |
| _____ | _____ | _____ | LIFE__ OTHER__ |
| _____ | _____ | _____ | LIFE__ OTHER__ |
| _____ | _____ | _____ | LIFE__ OTHER__ |

Are you currently under contract? yes no Date contract expires: _____
 Number of days contracted _____ Date available to begin employment _____
 Current Position _____ District _____
 Student Enrollment _____ Annual Budget _____
 Number of Professional Staff _____ Number of Support Staff _____

TEACHING EXPERIENCE (list most recent experience first)

1. NAME OF SCHOOL: _____
 LOCATION OF SCHOOL: _____
 GRADE/SUBJECT AREA: _____
 DATES: _____ POSITION _____ SUPERVISOR _____
2. NAME OF SCHOOL: _____
 LOCATION OF SCHOOL: _____
 GRADE/SUBJECT AREA: _____
 DATES: _____ POSITION _____ SUPERVISOR _____
3. NAME OF SCHOOL: _____
 LOCATION OF SCHOOL: _____
 GRADE/SUBJECT AREA: _____
 DATES: _____ POSITION _____ SUPERVISOR _____
4. NAME OF SCHOOL: _____
 LOCATION OF SCHOOL: _____
 GRADE/SUBJECT AREA: _____
 DATES: _____ POSITION _____ SUPERVISOR _____



REFERENCES

| NAME | TITLE | ADDRESS | PHONE |
|-------------|--------------|----------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

ADDITIONAL INFORMATION:

Professional organization memberships and/or special recognitions

Why are you interested in working in the Atlanta C-3 School District

Community organizations and activities in which you have participated

List extra-curricular activities you are qualified and are willing to sponsor and supervise

PROFESSIONAL STATEMENTS (in your own handwriting)

Please comment on the most significant contributions you have made in your present position.

Please indicate your most important qualifications that equips you to be principal of Atlanta C-3 School District.



What strengths do you bring to Atlanta C-3 School District?

What areas of growth and development do you require?

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the District now in force and effect or as they change during my employment, if I am employed by the District. I also hereby authorize the District to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access to any such information, and without limitation hereby release the school district and the reference source from any liability.

DATE

SIGNATURE

