

# Application for Administrative Certificated Personnel

## Bayard Public Schools

An Equal Opportunity/Affirmative Action Employer  
*Positions are subject to a veterans preference.*

726 4<sup>th</sup> Avenue, PO Box 607  
 Bayard, NE 69334  
 Phone: 308-586-1325  
 Fax: 308-586-1638

*Please type or print your responses in ink.*

### I. PERSONAL & CONTACT INFORMATION

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

Present Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
(If different from present address.) Street City State Zip

Social Security Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ E-mail address \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No. Are you a former Bayard Public Schools employee? Date of separation \_\_\_\_\_  
 Date available to work with Bayard Public Schools \_\_\_\_\_

### II. CERTIFICATION

**CERTIFICATION--Type of certificate now held**  
 \_\_\_\_ None \_\_\_\_ Valid Nebraska Educator's certificate.\* \_\_\_\_ Expiration date \_\_\_\_ Type \_\_\_\_ Rank \_\_\_\_ Level \_\_\_\_  
 Areas of Specialization \_\_\_\_\_  
 \_\_\_\_ Valid certificate--other state (specify) \_\_\_\_\_  
 \* **Attach photocopy of current educator's certificate. (Front and back)**

### III. POSITION DESIRED

**ADMINISTRATOR**--check below the specialist area in which you are certified and seek assignment:  
 \_\_\_\_ Activities Director \_\_\_\_ Secondary Principal \_\_\_\_ Elementary Principal \_\_\_\_ Director of Special Education

If you are endorsed in more than one level/area, mark first choice 1, second choice 2, etc.:  
 \_\_\_\_ **Elementary** \_\_\_\_ **Secondary** \_\_\_\_ **Special Education**

Describe Your Experiences/Success/Qualifications for marked activities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IV. PROFESSIONAL TRAINING & EXPERIENCE

#### A. COLLEGE or UNIVERSITIES ATTENDED

Name of Institution (City, State)	Major	Hrs	Minor	Hrs	Year Graduated	Degree	GPA (4.0 scale) & Special Honors or Recognition

**B. EDUCATIONAL WORK EXPERIENCE—Include at least the last five employers**

Years Taught	No. of Mos.	Position (also state if full or part-time)	Grades and Subject Taught & Extracurricular Duties	Name and Mailing Address of School	Reason for Leaving

**C. STUDENT TEACHING**

<table border="1"> <tr><td>From</td><td>To</td></tr> <tr><td> </td><td> </td></tr> </table>	From	To				School	Location City/State/State	Grade & Subject
From	To							
<b>Cooperating Teacher:</b>								
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From	To							
<b>Cooperating Teacher:</b>								

**D. SECONDARY SCHOOL(S) ATTENDED**

Name of School	Grades Attended	Special Honors or Recognition

**E. REFERENCES**

List names and addresses of persons who are qualified to answer questions concerning your fitness for the position you seek. *Include especially supervisors, principals and superintendents under whom you have taught in the past 15 years.* If you have not taught previously, include the names of cooperating teachers, college or university supervisors and building principals who have been associated with your student teaching. Indicate with an (\*) any reference which is included in your credentials.

Name	Position	Contact Info: Telephone & Complete Mailing Address

Please state where your current references may be secured (College or University Placement Office or Agency)

**NOTE:** Please have references sent. Be certain that they are up to date. It is important to include evaluations from principals, superintendents, or supervisors under whom you have taught or worked.

## F. QUESTIONS

Directions: Please answer each of the questions below as best you can. If more space is needed please attach additional pages. If you are typing your answers, please respond to at least one question in your own handwriting.

1. **Eligibility for hire:**

●Are you now under contract? \_\_\_ Yes \_\_\_ No.

If yes, with which school are you under contract & why do you wish to leave your current position? \_\_\_\_\_

●Do you have any condition (physical, mental, or otherwise) which prevents you from performing the essential functions of any of the positions for which you have applied, with or without accommodation? (Note: regular, dependable attendance is an essential function of certificated positions at Bayard Public Schools.)

\_\_\_ Yes \_\_\_ No. If yes, describe: \_\_\_\_\_

2. **Interest in Bayard Public Schools:**

●Have you previously filed a written application for employment with Bayard Public Schools? \_\_\_ Yes \_\_\_ No. If yes, give date: \_\_\_\_\_

●Why do you want to be employed at Bayard Public Schools? \_\_\_\_\_

●What experiences have you had with Bayard Public Schools or the community of Bayard? \_\_\_\_\_

3. **Prior History:**

●Have you ever had failed or refused to fulfill a contract of employment with any school district? \_\_\_ Yes \_\_\_ No. If yes, describe: \_\_\_\_\_

●Have you ever had a diploma, credential, or certificate denied or revoked? \_\_\_ Yes \_\_\_ No.

If yes, describe: \_\_\_\_\_

4. **Educational & Multi-cultural Background:**

●Are you familiar with the School Improvement Process? \_\_\_ Yes \_\_\_ No.

If yes, describe your familiarity/experience with that process \_\_\_\_\_

●Are you familiar with Computer Assisted Instruction? \_\_\_ Yes \_\_\_ No.

If yes, describe your experiences with such instruction \_\_\_\_\_

Have you had experiences with instruction in (check as applicable): Foreign Language: \_\_\_ Special Education \_\_\_ Gifted Students \_\_\_ Music \_\_\_ Art \_\_\_ P.E. \_\_\_ Penmanship \_\_\_ Reasoning Skills \_\_\_

●How would you address different racial/ethnic, gender or culturally based attitudes of students and infuse a multicultural perspective into your classroom/subject area? \_\_\_\_\_

5. **Personal and Professional Self-Evaluation:**

●Describe an effective teacher: \_\_\_\_\_

●Describe your professional strengths and abilities and personal characteristics which will apply to your position: \_\_\_\_\_

●Describe your weakness/areas in which you feel you need to improve: \_\_\_\_\_

●Describe your future plans and goals in education & your plans for remaining at our school if hired: \_\_\_\_\_

## G. PERSONAL DISCLOSURE

Respond to EACH item. If there is no response to any item, or if the required attachments do not accompany your application, your application WILL BE REMOVED FROM CONSIDERATION. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

1. Have you ever received a ticket, been charged with an offense, been arrested or been convicted for a criminal offense relating to sexual or physical abuse? Yes \_\_\_ No \_\_\_

2. If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of the each ticket, charge, or arrest (use an attachment if needed):

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

3. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency (e.g., Nebraska Department of Education) or been subject to a judicial restraining or contempt order? Yes \_\_\_ No \_\_\_

4. If you answered "Yes" to Question #3 above, you must attach an explanation of each situation including location(s), date(s), agency(ies) involved, and the outcome of the each situation(use an attachment if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from employment? Yes \_\_\_ No \_\_\_
6. If you answered "Yes" to Question #5 above, you must explain each situation including the name of the employer(s), the date(s) and the reason(s) for the resignation or termination.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: School policy requires that a criminal history record information check be completed prior to employment.

**VIII. PROFESSIONAL ACCOMPLISHMENTS AND PLANS**

**Respond to the following 7 questions on additional pages. Please keep your response to one page or less per question.**

1. Describe the significant accomplishments of your career to date and the personal attributes you possess that have contributed to those accomplishments.
2. List and describe your professional growth activities from the past 5 years.
3. List your current professional goals and explain the status of your progress on these goals.
4. Discuss the importance of parent/patron/community relations and the strategies you utilize to establish and maintain strong relations with these stakeholders.
5. Describe your vision of an excellent athletic and activities program and outline your plan to take Bayard Public Schools students and teams to higher levels of achievement.
6. Describe your approach to ensuring the financial and physical assets of the activities program are properly utilized for their intended purposes.
7. Explain your plan to ensure that you become a respected leader and community member.

**X. ADDITIONAL MATERIALS FOR COMPLETE APPLICATION**

**Please note that a complete initial application shall consist of all the following documents:**

1. Letter of Application
2. Up-to-date Resume
3. Three Letters of Recommendation
4. An Original or a Copy of Credentials/Transcripts from All Colleges or Universities Attended
5. Completed Application Form (this form)
6. Copy of Educator's Certificate
7. Consent to Provide Employment History

**X. VERIFICATION**

I certify that I have made true, correct and complete answers and statements on this application and related materials in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district. I understand that disclosure of social security number is optional. It will be used to conduct background checks for employment purposes and for personnel and payroll processing and required reporting if I am employed.

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

Date: \_\_\_\_\_, 20\_\_

**It is the policy of Bayard Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with Bayard Public Schools are asked to make their request to the Superintendent.**