ADMINISTRATIVE/SUPERVISORY APPLICATION
PARK CITY SCHOOL DISTRICT

2700 KEARNS BLVD. · PARK CITY · UTAH · 84060 · 435-645-5600, Ext. 1431 or 1441

NAME _____
Last First Middle

ADDRESS _____ HOME PHONE _____
Street or P.O. Box

_____ WORK PHONE _____
City State Zip code

ADDITIONAL ADDRESS (summer, etc.) _____
Street or P.O. Box City State Zip Code

INTEREST

Check the areas for which you are making application:

- ☐ Elementary Principal
- ☐ Middle School Principal
- ☐ High School Principal
- ☐ Assistant Principal
- ☐ District Office Administration

Area(s) of Interest: _____
_____

EXPERIENCE

Years of full-time teaching experience _____ Grades/Subjects: _____

Years of full-time administrative experience _____ Where? _____

Do you hold a current Utah Administrative/Supervisory certificate? (Attach copy)

☐ Yes ☐ No

Expiration Date _____

- ☐ Elementary Principal
- ☐ Elementary Assistant Principal
- ☐ Middle School Principal
- ☐ Middle School Assistant Principal
- ☐ High School Principal
- ☐ High School Assistant Principal
- ☐ District Office Administration

Positions(s) held:
_____
_____

EMPLOYMENT

Place of Employment (current) _____
(If you were employed with a school district, name the district and place of assignment)

Address _____ Phone _____
Street or P.O. Box

_____
City State Zip Code

Position _____

Immediate Supervisor _____ Phone: _____

IF NOT CURRENTLY EMPLOYED, PROVIDE THE FOLLOWING:

Place of last employment _____

Address _____ Phone _____
Street or P.O. Box

_____
City State Zip Code

Positions(s) _____

Immediate Supervisor _____ Phone _____

INSTRUCTIONS FOR MAKING APPLICATION

Please submit with this application a resume, three letters of recommendation, and a letter (1,000 word maximum) stating: personal philosophy of administration and management, special abilities which may contribute to success as a district administrator, and reason for interest in this position. Included in the resume: your work experience, certificate(s), professional references with phone numbers, and a statement as to why you want to be a school administrator in the Park City School District.

Applicants for administrative positions must hold a current, or be able to obtain a Utah Administrative/Supervisory certificate. A copy of this certificate or a letter from a certifying institution (university) stating that you will be properly certified must be attached to the application.

Official transcripts should be sent to the district by college/university.

Applicants who do not provide all of the requested information and materials will be disqualified. All applications and requested materials become the confidential property of Park City School District and will not be returned or copied for the applicant. If you desire copies, please make them before you submit your application.

Have you ever (1) forfeited bail, or been (2) convicted (3) fined (4) jailed (5) arrested/charged with, or (6) placed on probation for any violation of law other than minor traffic offenses? Yes ☐ No ☐

Have you ever had a certificate or license revoked or suspended? Yes ☐ No ☐

Have you ever been released from a contract, reassigned to avoid termination or disciplinary action, suspended, or placed on leave with or without pay? Yes ☐ No ☐

If you answered "Yes" to any of these questions, explain in an attached letter.

I certify the answers given are true and complete to the best of my knowledge.

I authorize Park City School District to make such investigations and inquiries of my personal employment and other matters as deemed necessary in arriving at an employment decision. I hereby release persons giving information of past employment experiences from all liability in responding to inquiries in connection with my application. This is to include any request for human resource files from past employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in disciplinary action, which may include termination.

In accordance with Utah State Law, Park City School District will conduct a criminal background check (including fingerprinting), and I hereby waive my rights to further written notice of such. I also agree to pay the entire cost of fingerprinting and background check.

_____ _____
Applicant Signature Date

PARK CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYING THE MOST QUALIFIED APPLICANT REGARDLESS OF RACE, GENDER, AGE, RELIGION, OR DISABILITY. REASONABLE ACCOMMODATION IS PROVIDED TO THE KNOWN DISABILITIES OF OTHERWISE QUALIFIED APPLICANTS AND EMPLOYEES.

PARK CITY
SCHOOL DISTRICT

EDUCATIONAL EXCELLENCE

2700 KEARNS BOULEVARD 435/645-5600
PARK CITY, UTAH 84060 435/645-5609 FAX

PARK CITY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

To better help the Park City School District meet equal employment opportunity goals, we would appreciate your response to the following:

NAME: _____

POSITION APPLIED FOR: _____

DATE: _____

RACE/ETHIC IDENTIFICATION:

White ☐
African-American ☐
Hispanic ☐
American Indian/Alaskan ☐
Asian/Pacific Islander ☐
Other ☐

AGE: under 20 ☐
20 - 40 ☐
40 – 70 ☐
Over 70 ☐

REFERRAL SOURCE (Advertisement, friend, etc.): _____

NON-VETERAN WITH DISABILITIES	Y ☐	N ☐
DISABLED VETERAN	Y ☐	N ☐
VIETNAM VETERAN	Y ☐	N ☐
OTHER VETERAN	Y ☐	N ☐

This form is for personnel department use only. It will not be attached to your application form and will be used only for survey and record-keeping purposes. Information requested is voluntary and failure to provide it will not subject you to any adverse treatment.

Park City School District is an equal opportunity employer dedicated to a policy of non-discrimination in employment on the basis of race, creed, color, age, sex, disabled condition, religion, or national origin.