

**ADA EXEMPTED VILLAGE SCHOOLS  
725 W. NORTH STREET  
ADA, OHIO 45810**

**ADMINISTRATOR'S APPLICATION**

Date of Application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Telephone: Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ School/Work (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code Area Code

**EDUCATIONAL BACKGROUND:** List the high school, colleges and universities that you have attended along with the degree earned:

<u>High School, Colleges, Universities attended</u>	<u>Degree</u>
_____	_____
_____	_____
_____	_____

Position Sought: \_\_\_\_\_

Expected Salary and Benefits: \_\_\_\_\_

**CONTRACT STATUS:** Please give a brief explanation of your current contract status.

Current district/company: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Contract type: \_\_\_\_\_

**CONTRACT:** Have you ever had a teaching contract or administrative contract non-renewed in Ohio or another state for any reason? \_\_\_\_Yes \_\_\_\_No If yes, please explain:  
\_\_\_\_\_

**CERTIFICATION:** Please list all valid certificates that you currently hold and include photocopies of certificates with this application.

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**DISTRICT INFORMATION FOR WHICH YOU HAVE HELD AN ADMINISTRATIVE POSITION**

List in reverse chronological order, the districts and the facts pertaining to each for which you have served in an administrative position.

<u>School District Name</u>	<u>Position</u>	<u>Number of Years</u>	<u>Dates From</u>	<u>Dates To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total years of full-time administrative experience:** \_\_\_\_\_

**WORK EXPERIENCE OTHER THAN PUBLIC EDUCATION:** Please list non-teaching work experience that have helped to develop your all-around people skills.

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**QUESTIONS:** Please answer the following questions in your own handwriting, using the space provided.

**1. What are your competencies, skills, and strengths that you feel qualify you for this position?**

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**2. Describe your views on the relationship between school and community.**

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**3. Briefly explain your educational philosophy.**

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**4. How would you keep the Board of Education updated between monthly board meetings?**

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**5. How would you use district test data?**

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**6. Why do you want to work for the Ada Exempted Village School District?**

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**REFERENCES:** List below names of professional references and community people who have first-hand knowledge of your professional work, character, personality and scholarship.

	Name	Address	Phone	Title
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

**COMMUNITY & PROFESSIONAL ORGANIZATIONS:** Please list community and professional organizations in which you actively participate, in either your hometown or school community.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ETHICAL STANDARDS:** Have you experienced any problems with your conduct or misconduct or allegations of either that have brought your character into issue outside or inside of school/work?

\_\_\_\_ Yes \_\_\_\_ No                      If the answer is yes, please explain on a separate sheet.

Have you ever been convicted of any crime that is a misdemeanor or felony?

\_\_\_\_ Yes \_\_\_\_ No                      If the answer is yes, please explain on a separate sheet.

**RECORDS CHECK:** The Ada School System routinely completes a records check on new employees and your initials are needed to indicate that you grant permission for the district to complete a police/BCI/FBI records check if you are placed in final consideration for this position.

I have no problem with submitting to a records check: \_\_\_\_\_

**CERTIFICATION OF APPLICANT:**

I hereby authorize the Ada Exempted Village schools to obtain from my employers all data needed to support this application. I hereby authorize Ada Exempted Village Schools to obtain from the references listed any information needed to support this application. I certify that the information given in this application is true to the best of my knowledge and that I am certified/qualified to hold the position indicated.

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

*ADA EXEMPTED VILLAGE SCHOOLS is an equal opportunity employer.  
Ada Schools does not discriminate based on sex, age, handicap, race, religion, color or creed.*