

# ADMINISTRATIVE APPLICATION



*Please return to:*  
Office of the Superintendent  
River View Local School District  
26496 SR 60 North  
Warsaw, OH 43844

DATE: \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Spouse/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## **Current School District Information**

Name of School District \_\_\_\_\_ Your Title \_\_\_\_\_

District Address \_\_\_\_\_ District Superintendent \_\_\_\_\_

May We Contact Your Present Employer? \_\_\_\_\_ Phone Number \_\_\_\_\_

Present Salary? \_\_\_\_\_

Why Do You Wish to Change Positions? \_\_\_\_\_

Date Available for Employment? \_\_\_\_\_

Do you hold a valid Ohio Certificate/License? \_\_\_\_\_

## **Type of Certificate(s)/License(s)**

<i>Type of Ohio License</i>	<i>Expiration</i>

**Educational History**

School Name	Location (City/State)	Major Course or Subject	Dates Attended	Degree

**Professional Experience**

No. of Years	Dates	Position Title	School District, Organization	Reason for Leaving

**Other Work Experience & Achievements (valuable to your career)**

No. of Years	Dates	Position Title	School District, Organization, Achievements

**Military Experience**

Branch of Military \_\_\_\_\_ Training & Duties \_\_\_\_\_

**Professional /Work References** (List three persons who are familiar with the quality of your work; who have worked directly with you, and/or have known you at least two years.) May we contact these persons? \_\_\_\_\_

Reference \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
Relationship or Association \_\_\_\_\_

Reference \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
Relationship or Association \_\_\_\_\_

Reference \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
Relationship or Association \_\_\_\_\_

Provide a statement of why you think the Board of Education should consider you as a candidate for this position:

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Discuss the role of an educational administrator in today's schools:

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**Applicant's Signature:**

- *It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.*
- *I understand that "any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree."*
- *I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information, all other persons, corporations or organizations for furnishing such information.*
- *If I am employed by the River View Board of Education, I agree to abide by and maintain the rules and regulations adopted by the River View Board of Education. I will cooperate with the superintendent, administration and other co-workers for the best interest of our students and school system.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

To complete your application file you will need to include a copy of the following:

- All transcripts from all college work
- All current licenses
- Current background check
- Completed reference sheets
- Current STRS Time Credit Notice (five or more years experience in teaching)

**This application does not constitute an agreement for employment.**

*The River View Local School District Board of Education considers applicants for all positions without regard to race, color, religion, sex, natural origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.*

Application Record:  
For Office Use Only

Application filed: \_\_\_\_\_ 20 \_\_\_\_\_

Interview: \_\_\_\_\_ 20 \_\_\_\_\_

Employment Reference Sheet received: \_\_\_\_\_ 20 \_\_\_\_\_