

# Administrator Application

## STORM LAKE COMMUNITY SCHOOL DISTRICT

Central Administration • 419 Lake Avenue • PO Box 638 • Storm Lake, IA 50588-0638

Phone: 712-732-8060

Fax: 712-732-8063

Web: [www.slcsd.org](http://www.slcsd.org)

It is the policy of the Storm Lake Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational program and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kellie Anderson, 930 East 5th Street, Storm Lake, Iowa 50588, 712-732-8076, [kanderson@slcsd.org](mailto:kanderson@slcsd.org).

### Contact Information

Name:  DOB:  SSN:

Address:  City, State, Zip:

Phone:  Alternate Phone:  Email:

Have you ever worked for the district?  Yes  No

### Position Applying For

Position for which you are applying:

When would you be available to begin work?

Are you under contract at this time?  Yes  No Are you under contract for next year?  Yes  No

Have you ever been refused re-appointment?  Yes  No If yes, when?

State reason:

### Licensure Information

Have you applied for, or do you have a valid Iowa license?  Yes  No

Do you hold a license from another state?  Yes  No If yes, list state(s)

Certification:

Endorsements/Approvals

### Undergraduate Studies

You **must** send copies of all transcripts and/or grade slips, including community college studies. (Official transcripts are required **ONLY** if you are hired by the district). You **must** have your college credentials and/or five letters of reference sent directly to the Storm Lake Community School District, Central Administration.

	Name/Location	Dates Attended	Major/Minor	Credits/Degrees
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Graduate Studies

You **must** send copies of all transcripts and/or grade slips, including community college studies. (Official transcripts are required **ONLY** if you are hired by the district). You **must** have your college credentials and/or five letters of reference sent directly to the Storm Lake Community School District, Central Administration.

Name/Location	Dates Attended	Major/Minor	Credits/Degrees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List college extra-curricular activities and any special honors

## Student Teaching Experience

Name/Location	Grade/Subject	Immediate Supervisor	Dates (From/To)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Professional Experience

Begin with current/most recent

School District/Employer: <input type="text"/>	Supervisor: <input type="text"/>	Dates: <input type="text"/>
Address: <input type="text"/>		
Reason for Leaving: <input type="text"/>		
Duties/Responsibilities: <input type="text"/>		
School District/Employer: <input type="text"/>	Supervisor: <input type="text"/>	Dates: <input type="text"/>
Address: <input type="text"/>		
Reason for Leaving: <input type="text"/>		
Duties/Responsibilities: <input type="text"/>		
School District/Employer: <input type="text"/>	Supervisor: <input type="text"/>	Dates: <input type="text"/>
Address: <input type="text"/>		
Reason for Leaving: <input type="text"/>		
Duties/Responsibilities: <input type="text"/>		
School District/Employer: <input type="text"/>	Supervisor: <input type="text"/>	Dates: <input type="text"/>
Address: <input type="text"/>		
Reason for Leaving: <input type="text"/>		
Duties/Responsibilities: <input type="text"/>		

## Professional Experience

CONTINUED

School District/Employer:  Supervisor:  Dates:   
Address:  Reason for Leaving:   
Duties/Responsibilities:

School District/Employer:  Supervisor:  Dates:   
Address:  Reason for Leaving:   
Duties/Responsibilities:

School District/Employer:  Supervisor:  Dates:   
Address:  Reason for Leaving:   
Duties/Responsibilities:

School District/Employer:  Supervisor:  Dates:   
Address:  Reason for Leaving:   
Duties/Responsibilities:

Total Years of Teaching Experience:  Total Years of Administrative Experience:

## Professional References

Reference 1	<input type="text"/>	Employer	<input type="text"/>
Job Title	<input type="text"/>	Years Known	<input type="text"/>
		Phone	<input type="text"/>
Reference 2	<input type="text"/>	Employer	<input type="text"/>
Job Title	<input type="text"/>	Years Known	<input type="text"/>
		Phone	<input type="text"/>
Reference 3	<input type="text"/>	Employer	<input type="text"/>
Job Title	<input type="text"/>	Years Known	<input type="text"/>
		Phone	<input type="text"/>
Reference 4	<input type="text"/>	Employer	<input type="text"/>
Job Title	<input type="text"/>	Years Known	<input type="text"/>
		Phone	<input type="text"/>
Reference 5	<input type="text"/>	Employer	<input type="text"/>
Job Title	<input type="text"/>	Years Known	<input type="text"/>
		Phone	<input type="text"/>

## Your Perspective

As a result of your personality, training and experience, we are interested in the perspective you could bring to the Storm Lake Community School District. Please respond to the following questions, limiting all responses to this page.

1. Describe those personal qualities and professional skills which you feel you possess that would make you a contributing member of our Administrative Team.

2. Explain how you would proceed to implement a change in an administrative procedure.

3. Indicate how you would proceed in cases where proper procedures had not been followed by other employees when said procedures are related to your responsibilities.

## Your Perspective, con't.

4. What notable contribution(s) have you made in your present or previous employment?

5. How would you evaluate your own progress and growth in striving to be an effective administrator?

## Background Information

**IMPORTANT NOTE:** Any false statement knowingly made in this application is grounds for disqualification and/or dismissal from employment. If in doubt, disclose and explain rather than conceal. Responding "Yes" to any of the questions is not an automatic bar to employment. The date of the offense and the relationship between the offense and the position for which you are applying will be considered.

Are you on a sex offender registry?  Yes  No

Are you on the Department of Human Services' Child Abuse Registry?  Yes  No

Have you ever been convicted of a crime other than parking or speeding violations?  Yes  No

If yes, please provide date, incident, city/state of charge:

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position?

Yes  No If NO, please explain:

## Authorization/Verification

I hereby authorize that my former and/or current employer(s), professional colleagues, instructors or friends may provide any information requested by the search committee of the Storm Lake Community School District regarding my professional competence, performance and character.

I hereby certify that all application statements are true and complete to the best of my knowledge, and that, if employed false statements herein shall be sufficient cause for dismissal. I understand that before any contract becomes effective or compensation is possible, a valid **Iowa Teaching License or Iowa Administrative License** must be filed with the Superintendent. I also understand all employees are required to have a **physical examination** as a condition of employment. I further understand that if I accept a position with the Storm Lake Community School District, these statements are to become a part of my permanent record. In addition, because of the tremendous responsibility the Storm Lake Community School District has to its students and their families, I understand that a **criminal background check and child abuse registry screening** will be conducted before a candidate is approved by the district's Board of Education.

Applicant Signature:  Date:



# STATE OF IOWA

## Criminal History Record Check Request Form



DCI Account Number: \_\_\_\_\_  
(if applicable)

**To: Iowa Division of Criminal Investigation**  
**Support Operations Bureau, 1<sup>st</sup> Floor**  
 215 E. 7<sup>th</sup> Street  
 Des Moines, Iowa 50319  
 (515) 725-6066  
 (515) 725-6080 Fax

**From: Stacey Cole, Superintendent**  
 \_\_\_\_\_  
 Storm Lake Community School District  
 \_\_\_\_\_  
 419 Lake Ave, Storm Lake, IA 50588  
 \_\_\_\_\_  
**Phone: 712-732-8060**  
 \_\_\_\_\_  
**Fax: 712-732-8063**  
 \_\_\_\_\_

I am requesting an Iowa Criminal History Record Check on:

<b>Last Name</b> (mandatory)	<b>First Name</b> (mandatory)	<b>Middle Name</b> (recommended)
<b>Date of Birth</b> (mandatory)	<b>Gender</b> (mandatory)	<b>Social Security Number</b> (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

**Waiver Information:** Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

**Waiver Release:** I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

**Waiver Signature:** \_\_\_\_\_

<b><u>Iowa Criminal History Record Check Results</u></b>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

### **Waiver Information:**

Iowa law does ***not*** require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, ***without*** a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

### **General Information:**

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints, a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) ***only***. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a ***deferred judgment*** ***is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A ***deferred sentence*** ***is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

**REMINDER** - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.