



# RIVER VALLEY SCHOOL DISTRICT

15480 Three Oaks Road  
Three Oaks, MI 49128  
269-756-9541 or 269-426-4415

**Equal Opportunity Employer**

## APPLICATION FOR ADMINISTRATIVE POSITION

This form must be filled out completely

### PERSONAL HISTORY

Name \_\_\_\_\_  
Last First Middle Maiden

Address \_\_\_\_\_  
Street

City State Zip Code

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Are you 18 years old or older? \_\_\_\_\_

May we contact you at your present business phone number?  Yes  No

Lawfully authorized to work in U.S.? \_\_\_\_\_

If your address or phone number will change, please list an alternate address or phone number where you can be reached and the effective date.

### POSITION DESIRED (Check position or positions for which you are applying)

Elementary Principal  Director

Middle/High School Principal

Assistant Principal

Alternative/Adult/Community Education

Other: \_\_\_\_\_

### CERTIFICATION (or eligibility for certification)

Teaching Certification: Elementary \_\_\_\_\_ Secondary \_\_\_\_\_ Special Education \_\_\_\_\_ Other \_\_\_\_\_

Date Issued \_\_\_\_\_ Expires \_\_\_\_\_ State Issued By \_\_\_\_\_

Certified to Teach: \_\_\_\_\_

Kind of Administrative Certification: \_\_\_\_\_

**EDUCATION BACKGROUND**

| Name and Location |  | Major | Minor | Grade Point Average | Degree Granted |
|-------------------|--|-------|-------|---------------------|----------------|
| College           |  |       |       |                     |                |
| College           |  |       |       |                     |                |
| College           |  |       |       |                     |                |

**TEACHING EXPERIENCE (most recent)**

|                                       |                           |
|---------------------------------------|---------------------------|
| School District                       | Position/Title            |
| Address                               | Supervisor's Phone Number |
| Supervisor                            | Reason for Leaving        |
| Employed From                      To |                           |

|                                       |                           |
|---------------------------------------|---------------------------|
| School District                       | Position/Title            |
| Address                               | Supervisor's Phone Number |
| Supervisor                            | Reason for Leaving        |
| Employed From                      To |                           |

|                                       |                           |
|---------------------------------------|---------------------------|
| School District                       | Position/Title            |
| Address                               | Supervisor's Phone Number |
| Supervisor                            | Reason for Leaving        |
| Employed From                      To |                           |

**EXTRA DUTIES AND/OR OTHER DISTRICT RESPONSIBILITIES**

|  |
|--|
|  |
|--|

**OTHER EMPLOYMENT INFORMATION**

|                    |                                       |
|--------------------|---------------------------------------|
| Employer           | Telephone                             |
| Address            | Employed From                      To |
| Supervisor         | Supervisor's Title                    |
| Describe Your Work | Reason for Leaving                    |

**LIST RECENT SIGNIFICANT PROFESSIONAL DEVELOPMENT** (classes, conferences, committees, workshops)

| Kind | Where Held | Dates |
|------|------------|-------|
|      |            |       |
|      |            |       |
|      |            |       |
|      |            |       |

**PROFESSIONAL AND/OR COMMUNITY AFFILIATIONS** In what organizations have you taken a leadership role? Explain

**REFERENCES** - Please do not list relatives

| Name | Address | Phone Number | Position |
|------|---------|--------------|----------|
|      |         |              |          |
|      |         |              |          |
|      |         |              |          |

Are you able to perform the essential functions of the job for which you are applying either without accommodation or with accommodation for any physical, mental, or medical impairment or condition?

Yes     No

Have you ever been dismissed from employment, had tenure charges filed against you, been asked to resign, entered into a separation or severance agreement, or been refused re-employment?  Yes     No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a misdemeanor or felony?  Yes     No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any felony charges pending?  Yes     No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Notice To All Applicants

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with River Valley School District will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that, if selected for hire, it will be their responsibility to provide River Valley School District with documentation showing their right to work. River Valley School District is giving you this notice so you may have those documents ready if you should be offered a position. The documents will be reviewed by the Superintendent's Office at the time a conditional offer of employment is made.

### Notice of Handicapper Rights

Michigan law requires that you notify River Valley School District in writing within 182 days after you know or should have known that an accommodation for handicap will be necessary to permit you to perform the duties of the position for which you are applying. Submitting a request will not affect your consideration for employment or be addressed unless an offer of employment is made.

## APPLICANT'S CERTIFICATION AND AGREEMENT

### READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FOR EMPLOYMENT

1. Certification of Truthfulness

I certify that all statements on this Application for Employment are made truthfully and without evasion, and I further understand and agree that such statements may be investigated and if found to be false, will be sufficient reason for not being employed or if employed, are sufficient basis for my dismissal.

2. Authorization for Investigation, Release and Waiver

I authorize River Valley School District to conduct an investigation of me, including but not limited to all statements made by me in this application. I authorize all sources of information, including the references I have listed above, any prior or current employer of mine, any educational institution, and anyone else contacted by River Valley School District to give it any and all information concerning me and my previous employment, including any disciplinary information and any other information concerning they may have, personal or otherwise. I release River Valley School District and all sources of information from all liability for any damage that may result from furnishing information to River Valley School District. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A photostatic copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.

3. Criminal Records Check

I agree to execute an authorization for River Valley School District to secure criminal conviction history and a record of referrals to first offender programs from the appropriate law enforcement agency, should the Board of Education determine it is necessary to do so.

4. Alcohol and Controlled Substance Testing

In order to fulfill the pre-employment requirements set forth by the River Valley School District, I agree to undergo an alcohol and controlled substance testing procedure done at a medical facility designated by the school district.

\_\_\_\_\_ Dated \_\_\_\_\_  
Applicant Signature

*River Valley School District is an equal opportunity employer in compliance with the laws prohibiting discrimination based on race, sex, national origin, age, religion, height, weight, marital status and handicap. **Minority candidates are encouraged to apply.***

Return application to:

River Valley School District  
Superintendent's Office  
15480 Three Oaks Road  
Three Oaks, MI 49128  
(269) 756-9541

PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby authorize the District to inquire about and verify any information contained on this application for employment, to seek comments from former or current employers, and to review previous personnel records.

The applicant does hereby authorize any current or previous employer(s) to disclose to the District any unprofessional conduct by the applicant. Likewise, any current or previous employer shall not be held liable for reporting to the District any unprofessional conduct by the applicant or for making available copies of all documents in the applicant's personnel record relating to unprofessional conduct. The applicant also waives the right to any written notice required by the Bullard-Plawecki Employees Right-To-Know Act.

The District shall not be liable for any damages which may result from inquiry of verification.

I understand that making any misleading or untruthful statements on this application may later result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

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Signature

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Date

This application should be returned to:

River Valley School District  
Superintendent's Office  
15480 Three Oaks Rd.  
Three Oaks, MI 49128

Michigan Handicapper's Civil Rights Act requires a handicapper needing accommodations for employment to notify in writing, the River Valley School District, Superintendent's Office, within 182 days after the need is known when accommodation is needed to perform the job which you seek.

*The River Valley School District is an Equal Opportunity Employer.*