

**Application for Administrative Personnel**  
**SCHOOL DISTRICT #27**  
**Syracuse-Dunbar-AvoCa Public Schools**  
An Equal Opportunity/Affirmative Action Employer

P.O. Box P  
Syracuse, NE 68446  
Phone: 402-269-2383  
Fax: 402-269-2224

**POSITION APPLYING FOR:** \_\_\_\_\_

**PERSONAL & CONTACT INFORMATION**

Name \_\_\_\_\_  
*First Middle Last*

Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_  
*Street City State Zip*

E-mail address \_\_\_\_\_

**EDUCATIONAL PREPARATION:**

Highest Degree Earned: \_\_\_\_\_

College or University: \_\_\_\_\_

\* **Attach photocopy of current administrative certificate. (Front and back)**

**EMPLOYMENT HISTORY**

List Your Present Position/Title: *(190 Characters)*

Duties, Additional Assignments: *(190 Characters)*

List Other Experiences Related To This Position: *(190 Characters)*

**Eligibility for hire:**

• Are you now under contract?      Yes      No

If yes, with which school are you under contract & why do you wish to leave your current position? *(80 Characters)*

\_\_\_\_\_

• Do you have any condition (physical, mental, or otherwise) which prevents you from performing the essential functions of any of the positions for which you have applied, with or without accommodation? (Note: regular, dependable attendance is an essential function of certificated positions at School District #27.) *(60 Characters)*

Yes      No.      If yes, describe: \_\_\_\_\_



## PERSONAL DISCLOSURE

Respond to EACH item. If there is no response to any item, or if the required attachments do not accompany your application, your application WILL BE REMOVED FROM CONSIDERATION. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

1. Have you ever received a ticket, been charged with an offense, been arrested or been convicted for a criminal offense relating to sexual or physical abuse?  
Yes            No
  
2. If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of the each ticket, charge, or arrest (use an attachment if needed): *(250 Characters)*
  
3. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency or been subject to a judicial restraining or contempt order?  
Yes            No
  
4. If you answered "Yes" to Question #3 above, you must attach an explanation of each situation including location(s), date(s), agency(ies) involved, and the outcome of the each situation (use an attachment if needed): *(250 Characters)*
  
5. Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from employment?  
Yes            No
  
6. If you answered "Yes" to Question #5 above, you must explain each situation including the name of the employer(s), the date(s) and reason(s) for the resignation or termination. *(250 Characters)*

Note: School policy requires that a criminal history record information check be completed prior to employment.

### VIII. VERIFICATION

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district. I understand that disclosure of social security number is optional. It will be used to conduct background checks for employment purposes and for personnel and payroll processing and required reporting if I am employed. I further understand that employment in a classified position would be on an at will basis, terminable at will.

\_\_\_\_\_  
Legal Signature of Applicant

Date: \_\_\_\_\_, 20\_\_\_\_

**It is the policy of Syracuse-Dunbar-Avoca Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with Syracuse-Dunbar-Avoca Public Schools are asked to make their request to the Superintendent.**