

School Board of Alachua County
School-Based Administrative Pool Application

Please complete and return this application to the Staff Development Office of the School Board of Alachua County. Read the instructions carefully as you complete this application.

1. Name of Applicant _____
2. Place a check by the specific position(s) for which you are applying.
 Principal
 Assistant Principal
3. Educational background, professional experience, resume, and references listed on pages 2, 3, and 4 will be used for interviews, reference checking, application review, and School Board recommendations, if selected.
4. When completing this application, restrict your response to the space provided.
5. This application will be considered incomplete if **ALL** required information has not been completed and included.
6. Please read and sign the statement below.

I hereby affirm that all information which is provided by me in my application process with the School Board of Alachua County is true and accurate. I understand that the information contained herein will be subject to verification. It is further understood that the District's discovery of incorrect data could be the basis for disqualification of my application, or termination, if I have been employed.

Date: _____

Signature of Applicant

7. Have you ever been found guilty of, regardless of adjudication, or entered a plea of nolo contendere (no contest) or guilty to any offense classified as a:

Felony: Yes No Misdemeanor: Yes No

Have you ever been judicially or administratively determined to have committed abuse or neglect against a child? Yes No

If "yes" to any of the above, list charge(s) and disposition. Attach all pertinent court documents.

Mailing address of applicant: _____

Telephone Number: _____

It is the applicant's responsibility to be available on relatively short notice for interviews.

Educational Background and Professional Experience Resume

1. Name _____
(Last) (First) (Middle) (Social Security)
2. Address _____
(Number) (Street) (City) (State) (Zip)
3. Home Phone _____ Work Phone _____
4. E-mail _____ Fax _____
5. Present Position _____
6. Present School _____

Teaching/administrative experience. Beginning with your most recent experience, list the years of full-time classroom teaching/administrative experience:

School Year	Position	School/Address	Name of Principal/ Supervisor

Related Experience: List other work experience that relates to your competence for the position for which you are applying.

- _____
(Date)
- _____
(Date)

Additional comments on education, professional and community experience (optional):

Educational Background: List all colleges or universities you have attended. List your most recent educational experience first. Please include an official transcript(s) with the application.

College/University	Location	Major	Additional Credits	Dates		Degree
				From	To	

Certification: List all valid **Florida** certification areas. Enclose a copy of your current Florida certificate.

Certification Type: _____ Expiration Date: _____

Highest acceptable level of training listed on certificate (Degree): _____

Certification Subject Areas/Level: _____

List certification from states **other than** Florida and expiration date(s):

Awards or honors received: _____

References

Required References: Please list the names of three persons who are familiar with your work. Include your current or most recent, if not currently employed, supervisor. Please forward the reference forms to **former supervisors** and request that they be returned within 10 days. Educational work experience listed will be verified by the name you list below. List your most recent supervisor first.

Name of Supervisor	Current Position	School/Address	Telephone Number
1			
2			
3			
4			
5			

RETURN REQUIRED MATERIALS TO:

Staff Development Office
School Board of Alachua County
620 East University Avenue
Gainesville, FL 32601

Use this checklist to be sure you have included:

- Letter briefly expressing why you are interested in the position for which you wish to be considered.
- Completed application form
- Updated resume
- Copy of current Florida certificate
- Transcripts

AN EQUAL OPPORTUNITY EMPLOYER - It is the policy of the School Board of Alachua County, Florida, to employ and retain the best qualified individuals without regard to race, religion, national origin, handicap, age, sex, or marital status. The School Board of Alachua County supports a drug-free workplace.