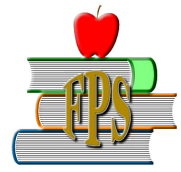


FREMONT PUBLIC SCHOOLS
HUMAN RESOURCES
130 EAST 9TH STREET FREMONT, NE 68025
Phone: (402) 727-3016 Fax: (402) 727-3002
E mail: hr@fpsmail.org



"An Equal Opportunity Employer"

APPLICATION FOR EMPLOYMENT- ADMINISTRATOR

(A commitment to residency in the Fremont Public School District may impact the selection of finalists considered for this position.)

Name: _____ Date: _____
 Address: _____ City: _____
 State: _____ Zip Code: _____ Email Address: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____

Position Desired: _____

Name of Current Certificate: _____ Date Issued: _____ Exp Date: _____

Endorsements on Certificate: _____

Are you a former Fremont Public Schools employee? Yes No

If so, list DATES and POSITION: Date: _____ Position: _____ Date: _____ Position: _____

How did you find out about our opening? _____

Are you allowed to be legally employed in this country? Yes No

EDUCATIONAL TRAINING

Degrees Completed BA MA PHD Undergraduate GPA _____ Postgraduate GPA _____

| NAME OF INSTITUTION CITY / STATE | YEARS COMPLETED | DEGREE EARNED AND DATE | MAJOR | MINOR |
|-------------------------------------|--------------------|---------------------------|-------|-------|
| High School City | | | | |
| College City | | | | |
| College City | | | | |
| College City | | | | |
| College City | | | | |

EMPLOYMENT HISTORY

LIST YOUR PRESENT POSITION / TITLE: _____

DUTIES, ADDITIONAL ASSIGNMENTS: _____

ARE YOU UNDER CONTRACT? _____ IF SO, WITH WHOM? _____

MAY PRESENT EMPLOYER BE CONTACTED? _____

CERTIFICATED EXPERIENCE

LIST YOUR MOST RECENT EXPERIENCE FIRST, INCLUDE STUDENT TEACHING ONLY IF YOU ARE A BEGINNING TEACHER.

| DATES FROM/TO | LOCATION CITY/STATE | NAME OF SCHOOL | NO. OF YEARS | FULL TIME | PART TIME | SUBJECTS TAUGHT/ POSITIONS HELD | REASON FOR LEAVING |
|---------------|---------------------|----------------|--------------|-----------|-----------|---------------------------------|--------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

OTHER EXPERIENCE

LIST OTHER EXPERIENCES, PARTICULARLY RELATED TO THE POSITION(S) FOR WHICH YOU ARE APPLYING

| DATES FROM/TO | NAME OF EMPLOYER | LOCATION CITY/STATE | NO. OF YEARS | FULL TIME | PART TIME | TYPE OF WORK | REASON FOR LEAVING |
|---------------|------------------|---------------------|--------------|-----------|-----------|--------------|--------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

REFERENCES

LIST REFERENCES INCLUDING PRINCIPALS, SUPERVISING TEACHERS AND COLLEGE SUPERVISORS UNDER WHOM YOU HAVE TAUGHT OR PERSONS WHO HAVE FIRSHAND KNOWLEDGE OF YOUR PERSONAL AND PROFESSIONAL COMPETENCIES.

| NAME | ADDRESS: STREET / CITY / STATE / ZIP | OFFICIAL POSITION | PHONE: INCLUDE AREA CODE |
|------|--------------------------------------|-------------------|--------------------------|
| | | | |
| | | | |
| | | | |

APPLICATION SCREENING QUESTIONS

DIRECTIONS: PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED

1. WHAT IS YOUR GOAL IN LIFE?

2. WHY DO YOU WANT TO WORK IN THE FREMONT PUBLIC SCHOOL SYSTEM?

3. WHAT DO YOU ENJOY MOST ABOUT YOUR WORK?

4. WHAT DO YOU DO AT THE BEGINNING OF YOUR DAY TO PREPARE FOR YOUR DAY?

5. DO YOU WANT OTHERS TO LIKE YOU? WHY?

6. WHEN YOU ARE SUCCESSFUL, WHO DO YOU WANT TO KNOW IT?

APPLICATION SCREENING QUESTIONS CONTINUED

DIRECTIONS: PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED

7. HOW EFFECTIVE ARE YOU AT WORKING WITH SOMEONE ELSE?

8. WHAT IS THE BEST WAYFOR YOUR BOSS TO CORRECT YOU?

9. WHAT DOES TEAMING MEAN TO YOU?

10. IN A FEW SENTENCES, DISCUSS YOUR STRENGHTS AND WEAKNESSES.

11. LEADERSHIP AND TEAM BUILDING ARE IMPORTANT SKILLS DESCRIBE YOUR LEADERSHIP ROLE AS A TEAM BUILDER
(INCLUDE YOUR DECISION-MAKING APPROACHES)

12. EFFECTIVE LEADERS BUILD RELATIONSHIPS WITH PEOPLE. HOW DO YOU DEVELOP TRUST AMONG PARENTS, STUDENTS AND
THOSE WITH WHOM YOU WORK?

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, or been arrested for anything other than a minor traffic violation? (If you are unsure if a ticket, a charge or an arrest was for a minor traffic violation, answer "Yes")

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 each ticket, charge, or arrest (use an attachment if needed).

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 (e.g. Nebraska Department of Education) or been subject to a judicial restraining or contempt order?

YES NO

4. If you answered "Yes" to Question #3 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of each situation (use an attachment if needed).

5. Has a report of child abuse or neglect ever been made against you under the Child Protection Act or similar law?

YES NO

6. If you answered "Yes" to Question #5 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of each situation (use an attachment if needed).

7. I affirm that none of the information identified in items #1 to #6 in any way involved any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness. True Not True (If not True, explain fully in item #2, Item #4, or Item #6)

I understand that any misrepresentation or willful omission, whether on this document or not, is sufficient grounds for disqualification of this application or termination of employment. I hereby authorize Fremont Public Schools to conduct work history, personal reference or criminal history inquiries to determine my acceptability for employment, and I release from liability any person giving or receiving any such information. I further understand that applications are kept for one year, however it is my responsibility to contact the Human Resources Office to activate my file for future openings. After one year, I must completely reapply.

SIGNATURE OF APPLICANT _____

Fremont Public Schools is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to gender, race, color, national origin, religion, age, marital status or disability. Persons requiring accommodations to apply to and/or be considered for positions are asked to make their request to the Human Resource Office.

REMINDER: PLEASE USE THE FOLLOWING CHECKLIST AS YOUR GUIDE TO FULFILLING THE REQUIREMENTS FOR A COMPLETE APPLICATION FILE

LETTER OF APPLICATION

CURRENT RESUME

COMPLETE APPLICATION FORM

COPY OF COLLEGE TRANSCRIPTS

COLLEGE CREDENTIALS AND/OR LETTERS OF RECOMMENDATION

COPY OF VALID NEBRASKA TEACHING CERTIFICATE

RESPONSE TO APPLICATION SCREENING QUESTIONS

**CONSENT TO PROVIDE EMPLOYMENT HISTORY
TO PROSPECTIVE EMPLOYERS**

I, _____ (applicant), hereby give consent to any and all current and prior employers of mine to provide information with regard to my employment with current or prior employers to Fremont Public Schools (prospective employer).

I consent to my current and prior employers giving the following information about me to Fremont Public Schools:

1. **Date and duration of employment;**
2. **Pay rate and wage history on the date of receipt of this consent;**
3. **Job description and duties;**
4. **The most recent written performance evaluation prepared prior to the date of the request for information and provided to me during the course of my employment;**
5. **Attendance information;**
6. **Results of drug or alcohol tests administered within one year prior to the request for information;**
7. **Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;**
8. **Whether I was voluntarily or involuntarily separated from employment and the reasons for the separation; and**
9. **Whether I am eligible for rehire.**

The consent is valid for six months from the date of my signature below.

Name

Date

