

Application for Administrative Position
SAPULPA PUBLIC SCHOOLS

511 East Lee (918) 224-3400
 Sapulpa, OK 74066

"An Equal Opportunity Employer"

I. PERSONAL DATA

Name _____ Date _____

Present Address _____

State _____ Zip _____ Phone _____

Permanent Address (If different) _____

State _____ Zip _____ Phone _____

II. EDUCATIONAL PREFERENCE (Name administrative positions desired in order of preference.)

1. _____ 2. _____ 3. _____

Other areas you are qualified to teach or supervise.

1. _____ 2. _____ 3. _____

III. ACADEMIC PREPARATION

Name Location of School	Date of Entry	Date of Withdrawal	Major	Minor	Name & Date of Degree
High School					
College/Univ.					

IV. CERTIFICATION (List the Oklahoma certifications you now hold.)

OK Certification/License	Date Issued	Date of Expiration	Kind

Out of State Certificate	Date Issued	Date of Expiration	Kind

V. PROFESSIONAL EXPERIENCE List below a complete chronological history of professional experience. Begin with the most recent experience.

Name of School	Address Street, City, State, Zip	Assignment	Beginning Date	Ending Date

Military Service: Yes No If yes, how long?

Branch of Service:

VI. REFERENCES In naming references, give preference to superintendents, principals, and other educators who are familiar with your professional work. **Addresses for each reference must be complete.**

Name	Present Address Street. City, State Zip	Phone Number	Position of Reference when he/she knew of your work

VII. List professional memberships (including offices held) honors received, publications, civic and community activities.

VIII. Describe any curriculum programs, management systems, or educational innovations in which you have been involved.

IX. You may write a personal statement to further explain your qualifications for a leadership position.

X. **If you have a placement file, have it sent to the personnel office.** If you have an updated resume and transcripts, please attach to this application.

Signature of Applicant _____ Date: _____

First Interview by:	Date:	Comments:
Second Interview by:	Date:	Comments: