

**Salida School District R-32-J**  
**Application for**  
**Superintendent Of Schools**

**1. PERSONAL INFORMATION:**

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

Home Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address where you can be contacted \_\_\_\_\_

In what language(s) are you fluent? \_\_\_\_\_

\_\_\_\_\_

*\*\*ALL CORRESPONDENCE WILL BE SENT TO THE ABOVE E-MAIL ADDRESS UNLESS YOU REQUEST OTHERWISE\*\**

**2. PRESENT POSITION:**

Please respond to each item. If you are not currently employed in a public school position, list your current position, not the most recent school position and provide as complete information as possible.

Are you presently employed?  Yes  No

Title \_\_\_\_\_ Since \_\_\_\_\_

Employing Institution \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Total pupils enrolled \_\_\_\_\_ Number of elementary schools \_\_\_\_\_

Number of classified staff \_\_\_\_\_ No. of Middle/Jr. High Schools \_\_\_\_\_

Number of certified staff \_\_\_\_\_ No. of High Schools \_\_\_\_\_

Present Salary \$ \_\_\_\_\_ Benefits and approx. values \_\_\_\_\_

Length of present contract \_\_\_\_\_ Expiration Date \_\_\_\_\_ Date Available \_\_\_\_\_

Reason for leaving most recent position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone-business (\_\_\_\_) \_\_\_\_\_

What administrator certificates/licenses do you hold? \_\_\_\_\_

**3. BACKGROUND CHECK:**

In addition to the following information, a thorough background check will be conducted as required by state law.

- a. Have you ever been convicted of a felony or misdemeanor, or pleaded *nolo contendere*, forfeited bail, bond, or other security, paid a fine, or received a deferred or suspended sentence for any felony or misdemeanor? (not including any misdemeanor traffic offense or traffic infraction.)  Yes  No

If yes, state here (A) the nature of the offense, (B) the date of the conviction, plea, etc. (C) the name and address of the court, and (D) other pertinent details. \*

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*\*Prior criminal history is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.*

- b. Has your educator license or certification ever been denied, suspended, revoked or annulled?  Yes  No

If yes, please provide the date(s) of such denial, suspension, etc.; the state licensing agency involved; and the reason(s) for the denial, suspension, revocation or annulment.

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- c. Have you ever been involuntarily terminated or asked to resign from the employment of another school district?  Yes  No

If yes, please give the name of the district, the date and the reasons for the termination or request for resignation.

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- d. Have you ever reached a mutual decision with an employing school board to vacate a contract prior to its expiration?  Yes  No

If yes, please explain.

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- e. Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application?  Yes  No

If yes, please explain.

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**4. REQUIRED NARRATIVE ITEMS, RESUME AND REFERENCE LETTERS:**

Please refer to the enclosed vacancy announcement for the essay questions and respond to them on a separate attachment clearly identified as such. Please include a current resume and letters of reference which have been written within the past two (2) years.

**5. REFERENCES:**

Please list contact information for three personal references (they may be the same individuals who wrote letters of reference for you.)

| Name  | Organization | Address | Telephone |
|-------|--------------|---------|-----------|
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**6. STATED REQUIREMENTS AND INFORMATION:**

- Candidates must be able to perform the essential functions of the position. The board of education may require at its own expense a complete physical exam once a conditional offer of employment is made.
- This application and all associated documents will remain confidential to the extent allowed by Colorado law.

Note: Colorado’s Public Records law allows applicants’ records to remain confidential, if requested in writing, until such time the applicant becomes a finalist for the position. An effort will be made to notify those applicants prior to designating “finalists” for the position. When an applicant becomes a finalist, all records will become available for public inspection with the exception of letters of reference or medical, psychological and sociological data.

- **Address communications to:**

**Debbie Flynn**  
**Salida School District R-32-J Superintendent Search**  
**Colorado Association of School Boards**  
 1200 Grant Street  
 Denver, CO 80203-2306

**E-mail: [dflynn@casb.org](mailto:dflynn@casb.org)**

- It is expected that applications and other supportive materials will be received on or before the application deadline
- Applicants are asked not to contact the board of education except as otherwise requested to do so.

**AGREEMENT**

**I hereby certify that all statements made on this application are true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of the application or termination of employment. I hereby authorize the district or its agents to conduct work history and personal reference checks to verify statements on this application form and other materials provided as part of my application for this position.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**An Equal Opportunity Employer**

Applicants are considered for all positions without regard to disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, age, marital or veteran status.