

SENECA EAST LOCAL SCHOOL DISTRICT

13343 EAST US 224
ATTICA, OH 44807
WWW.SE-TIGERS.COM



APPLICATION FORM—Assistant Principal 6-12

A. PERSONAL INFORMATION

Name _____
(last name) (first name) (middle initial)

Home Address _____

City, State, Zip _____

Work Address _____

City, State, Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Date Application Submitted _____

B. CURRENT POSITION (please respond on each item)

Present Title _____ Since _____

Employer _____

Employer Address _____

City, State, Zip _____

Present Annual Salary \$ _____

C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

D. TEACHING/ADMINISTRATIVE EXPERIENCE

Please list teaching experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed

(Please explain any gaps in employment—if any.)

E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City and State	Specific Years Employed

F. REFERENCES

Please list four individuals who are very familiar with **your professional work** and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

G. NARRATIVE RESPONSE

On a separate sheet (s) of paper, please respond to each of the following questions:

1. Why do you want to be an administrator for Seneca East Local Schools?
2. What experience do you have specific to the position you are applying for and how would you use that experience to be a success in the Seneca East Local Schools?

H. HONORS AND DISTINCTIONS

List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

I. BACKGROUND INFORMATION

If you answer **“yes”** to any of the following questions please attach a written response describing, in detail, an explanation of the circumstances involved:

- 1. Have you ever been convicted of a violation of law other than a minor traffic violation?)The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment or a finding of guilt by a jury or judge.) **yes** **no**
- 2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? **yes** **no**
- 3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state? **yes** **no**
- 4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline? **yes** **no**

J. CURRERNT EMPLOYMENT STATUS

- 1. Do you currently hold a valid Ohio Administrative License with appropriate endorsement for the position you are applying for? **yes** **no**

Please list your endorsements:

- 2. Are you currently under contract for any school district next year? **yes** **no**

K. AUTHORIZATION

Please read carefully and sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

Signature of Applicant_____

Date_____

(For Office Use Only): Date Received_____

L. APPLICATION INFORMATION

Please follow the application guidelines listed below:

1. All application materials should be emailed to: **lkagy@se-tigers.com**

Application deadline is February 29, 2024

2. Applicants, and/or their designees, are asked not to contact members of the Board of Education during this search process.
3. In order to be considered for this position, your application materials must include the following:
 - a. A letter of intent/cover letter
 - b. Completed application form (including signatures)
 - c. Resume'
 - d. A copy of (or documented evidence of eligibility) a current Ohio administrative license
 - e. Photocopy of college/university transcripts

4. For further information contact:

Seneca East Board Office

13343 East US 224

Attica, OH 44807

Phone: 419-426-7041

Email: lkagy@se-tigers.com (subject line: Assistant Principal Application)

THE SENECA EAST LOCAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER, THE DISTRICT DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.