



"Home of the Fighting Greenbacks"

ADMINISTRATIVE APPLICATION

PRATT USD #382

401 NORTH NINNESCAH

PRATT, KANSAS 67124

PHONE: 620-672-4500

FAX: 620-672-4509

WEBSITE: WWW.USD382.COM

Date Application Submitted _____

Social Security Number _____

APPLICANT:

Name _____
(Last) (First) (Middle) (Maiden)

Address _____ Phone _____
_____ E-mail _____

POSITION FOR WHICH YOU ARE APPLYING:

REQUIREMENTS FOR APPLICATION

In order to be complete, an applicant's file shall include the following materials:

- Completed application form
- Letter of application
- Current resume'
- Credentials from university placement office
- Transcripts (photocopies acceptable)
- Administrative license (photocopy acceptable)
- Reference list with at least five recent contacts and phone numbers

Upon receipt of the above information, your application will be complete and ready for screening. If, after screening, an interview is desired, you will be contacted. This file will be maintained for one year from date of receipt and may be reactivated upon request. Files not reactivated will be destroyed.

I have completed this application to the best of my knowledge and do swear that all information stated herein is accurate.

I give permission for personnel of Pratt USD #382 to make job-related inquiries of employers and references, and to have district review committees evaluate my application materials.

Signature of Applicant

Date

Pratt USD #382 does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in the admission of, access to, or treatment of students and the hiring of its employees in its programs and activities.

Please forward all correspondence and application documents to:

Assistant Superintendent of Schools

Pratt USD #382

401 North Ninnescah

Pratt, Kansas 67124

Telephone: (620) 672-4500 Fax: (620) 672-4509

PRATT USD #382 IS AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

PROFESSIONAL DATA

Current employment _____

Are you now under contract? _____

Do you hold a valid Kansas administrative license? _____ YES _____ NO

If **yes**, please complete:

Expiration Date _____

Endorsements _____

If **no**, please complete:

Have you applied for Kansas licensure? _____ YES _____ NO

Do you hold administrative licensure from another state? _____ YES _____ NO

From which state? _____

Expiration date _____

ADDITIONAL INFORMATION

Please describe an effective administrator:

State briefly your reasons for wishing to be a certified employee of Pratt Unified School District #382:

Please mention here anything not included elsewhere in your application materials which you believe will further support your candidacy:

Have you ever been convicted of a felony crime? _____ YES _____ NO

Pratt Unified School District No. 382

401 North Ninnescah
Pratt, KS 67124
620-672-4500
Fax: 620-672-4509
www.usd382.com

RELEASE & WAIVER

To Whom It May Concern:

I hereby authorize you to furnish any authorized representative of Pratt USD 382 bearing this release, within one year of its date, any and all personal recollections and/or information in your files concerning me, my character, general reputation, personal characteristics, and personal history, including but not limited to documents concerning my military service, employment, credit history (including consumer reports and/or credit ratings), financial status, education and academic achievement, attendance, work performance, complaints or grievances filed by or against me, background investigations, disciplinary actions, polygraph examinations, and internal affairs investigations and discipline, to include any files that are deemed to be of private or confidential nature.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the office use of Pratt USD 382, and will be considered as part of their pre-employment background investigation in determining my qualifications and fitness for the position which I seek.

Consent is granted for USD#382 to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I further understand that I waive any right or opportunity to read or review any information provided to Pratt USD 382 pursuant to the request, as well as any information contained in the background investigation report prepared by the Pratt Police Department.

I hereby release you, your organization, and all related agents and representatives, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, or may assigns because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

A photocopy of this form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature. You may retain this form in your files.

Applicants' Full Name: _____
(Signature)

Applicant's Full Name: _____ Date: _____
(Print Name)

Current Address: _____

Phone Number: _____
Day Evening

Date of Birth: _____ S.S#: _____