



District Administrative Application

DISTRICT ADMINISTRATIVE APPLICATION PACKET CHECKLIST:

(Please submit **ALL** documentation together, in **ONE** packet, in the sequence listed below to: Please submit the following to:
Canyons School District, HR Department, 9361 South 300 East, Sandy, UT 84070.

- ☐ **District Administrative Application**
 - ☐ **A copy of your CURRENT Administrative License, if applicable**
 - ☐ **Resume / Vita** (Include All related work experience)
 - ☐ **Reference sheet** (Please list five (5) individuals, their relation to you, and their contact information)
 - ☐ **Letters of Recommendation** (Please attach three (3) signed Letters of Recommendations)
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PERSONAL CONTACT:

Name:		Home Telephone Number:	
Preferred Name:		Cell Telephone number:	
Current Address:		Alternative Telephone Number:	
City:	State:	Zip:	Email Address:

I desire to be considered for the following position:

BACKGROUND:

Do you have the legal right to work in the United States? Yes ☐ No ☐
(Proof of citizenship or immigration status must be submitted when hired.
If you do not have a current INS Authorization, employment will not be offered.)

Have you ever:

a. been convicted of a violation of law other than a minor traffic violation?	Yes ☐ No ☐
b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding?	Yes ☐ No ☐
c. been placed on probation in conjunction with a criminal charge or conviction?	Yes ☐ No ☐

Are any criminal charges or proceedings pending against you? Yes ☐ No ☐

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Explanation

Have you ever been refused tenure, non-renewed, suspended, or terminated? Yes ☐ No ☐

Have you ever had any action, sanction, or discipline taken against your professional educator license or are you currently under investigation? Yes ☐ No ☐

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Explanation

Reference Check Release Yes ☐ No ☐

Pursuant to Utah State Law 53A-15-1511 and 34-42-1, by selecting "Yes" on this question I authorize Canyons School District to contact current and previous employers and authorize them to disclose information regarding any employment action taken or discipline imposed against me for the physical abuse or sexual abuse of a child or student as well as information about my job performance, professional conduct or evaluations.

I understand that if an LEA (Local Education Agency) or other employer in good faith discloses information that is within the scope of this release, the LEA or other employer is immune from civil and/or criminal liability based upon the applicable law. I acknowledge that by not marking "Yes" on this question, I cannot be considered for employment with Canyons School District.

Have you retired from the Utah State Retirement System?

If Yes, when did you retire: Date Retired from URS

No ☐

Do you have any relatives employed by Canyons School District?

Yes ☐ No ☐

Generally, immediate family members of current employees are not eligible to work at the same school or department, except in certain circumstances. We try to avoid any possible conflicts of interest.

If Yes, who? **Name of relative**

Where? **Location of relative**

LICENSURE:

Do you hold a current Utah Professional Educator License?

Yes ☐ No ☐ N/A ☐

What "Licensed Area(s) of Concentration" are or will be listed on your license?

Area of Concentration

Area of Concentration

Area of Concentration

Do you hold a current Professional Educator License in another state?

Yes ☐ No ☐ N/A ☐

What state(s) are you currently licensed in?

State Name

State Name

EDUCATION: (Most recent degree first)

Institution & Location	Graduated	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor

MULTILINGUAL ABILITIES: Indicate any languages other than English that you can speak, read, and/or write:

	Language #1	Language #2	Language #3
Speak			
Read			
Write			

EDUCATIONAL WORK EXPERIENCE:

List the number of contractual years of EDUCATIONAL WORK EXPERIENCE, if applicable, in the following areas:

Elementary School

Teacher
Counselor/Psychologist
Administrative Intern
Asst. Principal
Principal
Position Held - Other

High School

Teacher
Counselor/Psychologist
Administrative Intern
Asst. Principal
Principal
Position Held - Other

Middle School

Teacher
Counselor/Psychologist
Administrative Intern
Asst. Principal
Principal
Position Held - Other

District Office/Other

Position Held - Other
Position Held - Other
Position Held - Other
Position Held - Other
Position Held - Other
Position Held - Other

CURRENT EMPLOYMENT:

Current Employer:

Your current position:

Immediate Supervisor:

Supervisor Contact:

When may we contact your current employer for reference?

- ☐ Immediately
☐ After Interview
☐ Notify me prior to contact
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Agreement: By submitting this Administrative Application Packet I certify that all the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents, including health insurance applications, will disqualify my application and provide sufficient grounds for my dismissal should I be hired.

I hereby authorize Canyons School District to conduct an investigation of my background, including a criminal background check in accordance with Utah State Law, and authorize release of information in connection with the application by former employers and supervisors. I further agree to indemnify and hold harmless these former employers and supervisors for any action initiated in conjunction with their release of this information.

Applicant Signature: _____

Date:

CANYONS SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition or handicap.

Inquiries regarding Canyons School District's hiring practices may be addressed to: Director of Human Resources, Canyons School District, 9361 South 300 East, Sandy, UT 84070.