Superintendent’s Office

901 E. Monroe St.

New Bremen, OH 45869

PH: 419-629-8606

FX: 419-629-0115



New Bremen Local Schools

*Student Centered Learning…Making the Excellent Extraordinary*

**ADMINISTRATIVE APPLICATION**

1. **APPLICATION FOR WHAT POSITION**:

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |       | Date:  |      |
| Home Address:       |
| Home Telephone:  |       | Contact Telephone:  |       |
| Email Address:       |

Licenses Held: (Please include License Number and attach copy)

|  |  |  |
| --- | --- | --- |
| Area | Type | Year Issued |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|  |  |  |
| Current Salary  |       | Are you under contract for next year?  |       |

1. **EDUCATION:**

Name of Schools Attended Degree

High School

College or

University

Post Graduate

1. **ADMINISTRATIVE EXPERIENCE:**

Name of School District Total Years Position

1. **TEACHING EXPERIENCE:**

Name of School DistrictTotal Years Grade or Subject Taught

1. **REFERENCES:**  (Please list three references familiar with your professional qualifications)

Name Position Address Telephone

1. **PLEASE ANSWER THE FOLLOWING QUESTIONS:**
2. What are your professional goals in education?

1. What experiences, other than teaching, have you had that qualify you for this administrative position?

1. Please add any other information that you believe will be of assistance in arriving at a true estimate of your qualifications.

1. Briefly list your experience and qualifications in the following areas:
2. Staff Selection and Evaluation

1. Curriculum Development

1. Student Discipline

1. Staff and/or Student Scheduling

1. Building Budgets/Site Based Management

1. School Community Relations

1. Using Data for Continuous Improvement

I certify that the information in this application is true and accurate to the best of my knowledge and belief.

I hereby authorize the New Bremen Board of Education or its agents to conduct such investigations to obtain such records (including criminal credit records) as the Board deems necessary. I understand that giving false or misleading information either oral or written, may result in denial or termination of my employment.

I understand that Ohio public records laws may mandate disclosure of applicant information by the school district conducting the administrative search.

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 Signature of Applicant Date

I have the legal right to work in the United States and will submit the appropriate documentation upon time of hire.

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 Signature of Applicant Date

**A Complete Application Consists of the Following:**

* A letter of application emphasizing your interest, qualifications and recent achievements.
* Completed and signed application form
* An up-to-date resume'
* A copy of a current Ohio Administrative license or evidence that one is obtainable.
* Official transcripts of all post-secondary course work (photocopies accepted).
* Three current reference letters

**Send all Application Materials to:**

 **Jason Schrader , Superintendent**

 **New Bremen Local School District**

 **901 East Monroe Street**

 **New Bremen, Ohio 45869**

 **jason.schrader@newbremenschools.org**

*The New Bremen Local School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, genetic information, or any other legally protected characteristic in its programs and activities, including employment opportunities.*

**Any person who knowingly makes a false statement is guilty of falsification under Section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.**