



Norwood School District

1225 W. Summit Ave. | PO Box 448 | Norwood, CO 81423 | 970-327-4336

Dear Applicant:

Thank you for your interest in the position of Principal for the Norwood School District. Enclosed is our district administrative application. Applications for this position will be kept on file until the position is filled.

In order to have a complete file you must submit:

1. Norwood School District's application and supplemental employment questions
2. Resume and Cover Letter
3. A copy of a current Colorado Principal's license or evidence of submittal of a Colorado license application
4. University/College credential file or three (3) letters of reference
5. Official Transcript

We post job openings on the Internet on our website at: www.norwoodk12.org and on www.indeed.com.

Send your completed application packet to:

Susan Epright
Human Resource Director
Norwood School District R2-JT
970-327-4336
970-327-4116 fax
susan.epright@norwoodk12.org

Norwood Public Schools R2-Jt

PO Box 448
1225 West Summit Ave
Norwood, CO 81423

970-327-4712
970-327-4116 fax
www.norwoodk12.org

Application for Certified Employment

Date: _____ Date of Birth: _____

Name: _____

Last

First

Middle

Mailing Address: _____

P.O./Street

City

State

Zip

Permanent Address: _____

P.O./Street

City

State

Zip

Telephone: _____ E-mail: _____

Are You Currently Employed? Yes _____ No _____

May we contact you at work? Yes _____ No _____ Work Phone: _____

Position(s) applying for: _____ Date you can start: _____

Are you a U.S. Citizen? Yes _____ No _____

If NO are you authorized to work in the U.S.? Yes _____ No _____

Have you ever been convicted of a crime? Yes _____ No _____

If YES, provide dates, details and disposition of the case: _____

Have you ever been non-renewed? Yes _____ No _____

If YES, for what reason? _____

Have you ever resigned from a principal or teaching position? Yes _____ No _____

If YES, would you have been offered a contract to return? Yes _____ No _____

Do you have a valid Colorado Principal License? Yes _____ No _____

List any Teaching Certificates/Endorsements and Expiration Dates:

Please list extracurricular activities for which you are qualified and willing to sponsor. Also list athletic activities which you are qualified to coach: _____

Do you speak a language other than English? _____

Education

Colleges/Universities	Sem.	Sem.	Graduated
Name	GPA Major(s) Hrs.	Minor(s) Hrs.	Mo/Yr
Location			

List Honors Received _____

**The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.*

**Employment (List most recent first)
(Use additional pages if needed):**

Educational Employment:			
School	Address	Position Supervisor	Date

Other Employment (Non-Teaching)

Name/Address of Company	Position	Supervisor	Date
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References

List any Superintendents, Supervisors and Principals who are familiar with your professional success. If you have had no teaching experience, give the names of your College Instructors with whom you have taken your major subjects. Please also include one personal reference that is neither a former employer nor a relative.

Name	Present Position	Present Address	Phone Number

Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment.

In the event of employment, I understand that false or misleading information given in my application, employment records, or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Norwood School District R2-Jt.

I authorize Norwood School District R2-Jt. to make an investigation of my personal or employment history and authorize any former employer, person, firm, corporation, school, college, credit agency, or governmental agency to give the Norwood School District R2-Jt. pertinent information they may have regarding me. This authorization shall remain in effect during the course of my employment with the school district for the purpose of verifying any information contained in my employment application. In consideration of the Norwood School District's review of this application, I release the school district and all providers of information from any liability as a result of furnishing and receiving this information.

I understand that any offer of employment may be conditional upon the results of a post offer medical inquiry and/or medical examination, and the result of legally required background checks verifying felony or misdemeanor convictions.

Signature of Applicant

Date

Please respond to the Principal Application Supplement Questions on the next page -

Principal Application Supplement Questions

- 1. Why is rapport with staff, students and parents important and how do you build and maintain it?**

- 2. Norwood Schools works to maintain a collaborative school culture. Explain your experience with leading in a collaborative environment and what you would do to encourage and maintain a collaborative environment.**

- 3. Describe your leadership style and philosophy.**