



Human Resources Department

West Central School District
Administration Office
P.O. Box 730
Hartford, SD 57033

Phone (605) 528-3217

Dear Administrator Candidate:

Thank you for your interest in employment with the West Central School District. We are proud of our professional staff and welcome your application.

Only **complete** applications will be considered for screening. A complete application includes the following:

- ☐ Letter of application
- ☐ The completion of this application form, including signature.
- ☐ Resume
- ☐ Photocopies of post-secondary transcripts
- ☐ Photocopy of any relevant certification documentation as explained in application
- ☐ Three (3) written letters of recommendation
- ☐ A written statement of your philosophy of education that is no more than 750 words in length.

Please send the completed application form and other materials to the Business Manager at the address listed above or via email to Brad.Berens@k12.sd.us

Questions about the application process may be directed to the Superintendent of Schools, Brad Berens, at (605) 528-3217.



West Central School District 49-7

West Central Business Office
P.O Box 730
Hartford, SD 57033

Phone (605) 528-3217

ADMINISTRATOR APPLICATION

Please Print or Type:

Applicant's Name _____

Soc. Security # _____

Address _____

Phone # (Home) _____

(Work) _____

E-mail _____

(Cell) _____

Position(s) Applied For:

Position

_____ Superintendent

_____ Business Manager

_____ Activities Director/

_____ Principal

_____ Assistant Business Manager

_____ Dean of Students

_____ Assistant Principal

_____ Special Services Director

_____ Director of Technology

Education:

Secondary/ High School Education	Name of High School (City & State)	Number of Years	Activities/Honors	Diploma Earned
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Post- Secondary Education	Name of Institution (City & State)	MAJOR(s)	MINOR(s)	Degree/License Earned

Special Training Not Included in Degree Work Above	Name of Institution (City & State)	Years Attended	Subjects	Credit Earned

Related Administrative Experience:

Employer/Address	Dates Employed	Position	# Supervised	Supervisor Name/Phone/Address	Reason for Leaving

Other Work Experience:

Employer/Address	Dates Employed	Position	# Supervised	Supervisor Name/Phone/Address	Duties

References:

These should be persons familiar with your professional work who are qualified to answer questions concerning this application. Include superintendents and principals who supervised you.

Reference Name	Phone # (2 required)	Occupation	Address (street, city, state, zip)

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Veteran Preference:

Do you wish to claim Veteran Preference? If yes, a DD214 form must be submitted with application.
☐ Yes ☐ No

IMPORTANT – CERTIFICATION DOCUMENTATION REQUIRED

Employment offers are contingent upon the candidate’s ability to become highly qualified and certified to teach in South Dakota. Candidates pursuing positions within the West Central School District are strongly encouraged to apply for certification in order to be fully considered for employment.

- 1. Do you possess a valid (non-expired) SD Administration Certificate? _____
- 2. If not, have you applied? _____

If you answered “No” to either of the questions above, you must include the following documentation with your application. If you omit this information, your application will not be considered for employment.

- 1. **Out-of-State Existing Administrator:** A photocopy of your valid (non-expired) Out-of-State administration license.
- 2. **New Graduates for SD Colleges and Universities:** A letter from the college/university official verifying proof of degree earned, highly qualified status, and teaching endorsements, majors, and subject authorizations.
- 3. **New Graduates from Out-of-State College and Universities:** A letter from the college/university certification official verifying proof of degree earned, highly qualified status, and teaching endorsements within your State.
- 4. **Alternative Certification Educators:** Documentation from the South Dakota Department of Education verifying your candidacy for Alternative Certification.
- 5. **Administrators from Outside the United States:** Contact Human Resources Department at West Central School District.

Affirmative Action

The District shall maintain a program of affirmative action that will assure the provision of equal employment opportunities to people regardless of race, religion, national origin, age, marital status, sex, or physical handicaps. This program shall be in accordance with Title IX of the 1972 Elementary and Secondary Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and all other relevant State and Federal executive orders and statutes. The affirmative action program shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The implementation, development, and monitoring of this policy shall be the responsibility of the Superintendent of Schools or designee.

This application should be returned to: HR, West Central School District, PO Box 730, Hartford, SD 57033.

Certification of Applicants: Read carefully before signing. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation; separation from employment.

I authorize the West Central School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employee, person, firm, corporation, educational, or vocational institution or government agency to provide the West Central School District with information they have regarding me. I hereby release any discharge to the West Central School District and to those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. Further, I understand the West Central School District is drug free/smoke free/tobacco free and that any offer of employment is conditional based upon a completed criminal background check.

1. Have you ever been convicted of a felony? ____ No ____ Yes If so, identify
2. Have you ever been discharged from a position? ____ No ____ Yes (If yes, explain on a separate sheet)
3. Are you currently a party to any pending lawsuit or administrative action? ____ No ____ Yes (If yes, explain on a separate sheet)

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYMENT

The West Central School Board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, marital status, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.
