

**Administrative Application  
Unified School District 481  
P.O. Box 98  
White City, KS 66872**

Administrative Position: \_\_\_\_\_ Superintendent \_\_\_\_\_ Principal

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Using a word processor, complete the following information with the order, format and guidelines outlined below. Do not use a font smaller than 12 points.

**Page 1**

Personal Data

- Last name, first name, middle name
- Current home address
- Home phone number
- Office address
- Office phone number
- Date of availability

*Enter the appropriate responses from the following statements.*

- I have/have not been convicted of a crime involving moral turpitude.
  - I assure/do not assure that the information on this application is accurate.
  - I am/am not under contract. (If so, when does your contractual obligation expire?)
  - I am/am not now certified to be a Principal in Kansas. (List state, issue and expiration dates, and the kind of certificate.)
  - If selected and conditions prove satisfactory to me, I have/do not have any plans which would prevent my administrative work and residence in USD 481 for at least two years.
- Signature of applicant and date

**Page 2**

Educational Data:

**High school and location**

School attended and location	Inclusive dates of attendance	Degree and/or hours completed

**College training in chronological order to include:**

School attended and location	Inclusive dates of attendance	Degree and/or hours completed	Major field and number of semester hours in major field	Minor field and number of semester hours in minor field

College honors and activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Workshops or seminars relevant to training \_\_\_\_\_

References:

- List names, addresses, positions, and home and work phone numbers for two character references.
- List names, addresses, positions, and home and work phone numbers for three professional references.
- If any file references above should not be contacted immediately, identify the date on which such contact is permissible.

### Page 3

#### Professional Data:

- Current employment and salary history

#### Education Employment (in chronological order to include):

- School and location
- District enrollment
- Position or duties
- Dates
- Salary

#### Other Work Experience (in chronological order to include):

- Employer and location
- Duties
- Dates
- Salary
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#### Professional Activity:

- List memberships relevant to this position
- List honors, awards or publications relevant to this position

*Enter the appropriate responses from the following statements*

#### If selected as a finalist:

- It is/is not permissible for the USD 481 Board of Education to visit my current district.
- I authorize/do not authorize the USD 481 Board of Education to confirm my suitability as an applicant through utilization of a background check (optional).

*(The district will keep confidential all applications except for finalists. Finalist will be notified prior to their names being released to the public.)*

**Pages 4 (5,6)**

Narrative Date (not to exceed a sixth page):

State briefly your reasons for wishing to be Principal in USD 481. Comment on your philosophy and specific approaches for developing educational excellence. In this narrative, please include ideas or successful experience related to at least three of the following:

Instruction

Technology

School Improvement (NCA/QPA)

Strategic Planning

Conflict Resolution

Team Building

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Direct all inquiries and application material to:

Ralph Blevins, Superintendent.

rblevins@usd481.com

Rural Vista USD 481

P.O. Box 98

White City, KS 66872

*Unified School District 481 does not discriminate on the basis of sex, race, color, national origin, religion, disability or age as to treatment of students in programs and as to employment.*