



# ADMINISTRATIVE POSITION APPLICATION

**ORAN R-III SCHOOL DISTRICT  
310 CHURCH STREET P.O. BOX 250  
ORAN, MO 63771  
573-262-2330 Option 4**

*NOTE: If completing in Word, please use the mouse to move between fields;  
pressing tab may cause the form to act improperly*

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PRESENT ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE, & ZIP** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_ **CELL PHONE#:** \_\_\_\_\_  
**POSITION DESIRED:** \_\_\_\_\_  
**AREAS OF CERTIFICATION:** \_\_\_\_\_  
**SOCIAL SECURITY#:** \_\_\_\_\_ **DRIVERS LIC.#:** \_\_\_\_\_  
**BIRTHDAY:** \_\_\_\_\_ **DATE AVAILABLE:** \_\_\_\_\_

**Total Hours:**  **Total Graduate Hours:**  **Total Hours in Education:**

**EDUCATION:**

**School:** \_\_\_\_\_ **Years Attended:** \_\_\_\_\_  
**Major/Minor:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

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**Major/Minor:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

**Professional Activities – Memberships in Associations, Clubs, Etc.**

\_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT QUESTIONS:**

1. Have you ever been arrest for, or charged with or convicted of a felony or misdemeanor?   
 Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00)
2. Have you ever pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100)
3. Has the MO Division of Family Services or a similar agency in any other state or jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child?
4. Have you ever failed to be re-employed by an educational institution?

If the answer to any of the foregoing questions is "yes" please explain below, or use a separate sheet of paper.

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**ADMINISTRATIVE EXPERIENCE and/or TEACHING EXPERIENCE:**

*(List most recent first)*

School System: \_\_\_\_\_ City, State: \_\_\_\_\_  
Assignment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
No. of Years: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

School System: \_\_\_\_\_ City, State: \_\_\_\_\_  
Assignment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
No. of Years: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

School System: \_\_\_\_\_ City, State: \_\_\_\_\_  
Assignment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
No. of Years: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

School System: \_\_\_\_\_ City, State: \_\_\_\_\_  
Assignment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
No. of Years: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**REFERENCES: (Preferably principals or superintendents under whom you served.)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Official Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Official Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Official Position: \_\_\_\_\_

Are your credentials on file?

If so, where? \_\_\_\_\_

Please answer the following questions as best you can. If more space is needed, please attach additional pages.

<b>1. What are three important functions of an administrator?</b>

<b>2. What is the key factor to good delegation?</b>

<b>3. Why is organization important for an administrator?</b>

<b>4. Upon what basis do you believe school priorities should be established?</b>

<b>5. How would you improve and maintain staff morale?</b>

**6. Please send an application and a resume.**

**Signature of Applicant (if printed off & mailed):**

\_\_\_\_\_

**Submit your application by e-mail as an attachment to: [mscherer@oran.k12.mo.us](mailto:mscherer@oran.k12.mo.us) or  
Mail or fax to the address/number below:**

**Superintendent of Schools  
Oran R-3 School District  
310 Church Street, P.O. Box 250  
Oran, MO 63771  
FAX: 573-262-2330**

The Oran R-III School District does not discriminate, either in employment or in its offerings for students, based on race, color, national origin, sex, age, or handicap. Inquiries concerning compliance with the regulations Implementing Title VI, Title IX, or Section 504, P.L. 93-112, are directed to contact Title IX/Section 504 Coordinator, Oran R-III School District, 310 Church Street, Oran, MO. 63771. Phone (573) 262-3345.