



# District Administrative Application

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**DISTRICT ADMINISTRATIVE APPLICATION PACKET CHECKLIST:**

(Please submit **ALL** documentation together, in **ONE** packet, in the sequence listed below to: Please submit the following to:  
Canyons School District, HR Department, 9361 South 300 East, Sandy, UT 84070.

- District Administrative Application
  - A copy of your **CURRENT** Administrative License, if applicable
  - Resume / Vita (Include All related work experience)
  - Reference sheet (Please list five (5) individuals, their relation to you, and their contact information)
  - Letters of Recommendation (Please attach three (3) signed Letters of Recommendations)
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**PERSONAL CONTACT:**

Name: As it appears on Social Security Card

Home Telephone Number: Include area code

Preferred Name: What name do you preferred to be called?

Cell Telephone number: Include area code

Current Address: Current Address

Alternative Telephone Number: Include area code

City: City

State: State

Zip: Zip Code

Email Address: Email Address

I desire to be considered for the following position: Title of position for which you are applying

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**BACKGROUND:**

Do you have the legal right to work in the United States?

Yes  No

(Proof of citizenship or immigration status must be submitted when hired.  
If you do not have a current INS Authorization, employment will not be offered.)

Have you ever:

a. been convicted of a violation of law other than a minor traffic violation?

Yes  No

b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding?

Yes  No

c. been placed on probation in conjunction with a criminal charge or conviction?

Yes  No

Are any criminal charges or proceedings pending against you?

Yes  No

If you have answered yes to any of the above, provide a statement explaining the circumstances.

*Explanation*

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Have you ever been refused tenure, non-renewed, suspended, or terminated?

Yes  No

Have you ever had any action, sanction, or discipline taken against your professional educator license or are you currently under investigation?

Yes  No

If you have answered yes to any of the above, provide a statement explaining the circumstances.

*Explanation*

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Reference Check Release

Yes  No

Pursuant to Utah State Law 53A-15-1511 and 34-42-1, by selecting "Yes" on this question I authorize Canyons School District to contact current and previous employers and authorize them to disclose information regarding any employment action taken or discipline imposed against me for the physical abuse or sexual abuse of a child or student as well as information about my job performance, professional conduct or evaluations.

I understand that if an LEA (Local Education Agency) or other employer in good faith discloses information that is within the scope of this release, the LEA or other employer is immune from civil and/or criminal liability based upon the applicable law. I acknowledge that by not marking "Yes" on this question, I cannot be considered for employment with Canyons School District.



**CURRENT EMPLOYMENT:**

**Current Employer:** Place of current employment

**Your current position:** Current Position

**Immediate Supervisor:** Name of immediate Supervisor

**Supervisor Contact:** Supervisor's Telephone Number

**When may we contact your current employer for reference?**

- Immediately
  - After Interview
  - Notify me prior to contact
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**Agreement:** By submitting this Administrative Application Packet I certify that all the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents, including health insurance applications, will disqualify my application and provide sufficient grounds for my dismissal should I be hired.

I hereby authorize Canyons School District to conduct an investigation of my background, including a criminal background check in accordance with Utah State Law, and authorize release of information in connection with the application by former employers and supervisors. I further agree to indemnify and hold harmless these former employers and supervisors for any action initiated in conjunction with their release of this information.

**Applicant Signature:** \_\_\_\_\_

**Date:** Today's Date

CANYONS SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition or handicap.

Inquiries regarding Canyons School District's hiring practices may be addressed to: Director of Human Resources, Canyons School District, 9361 South 300 East, Sandy, UT 84070.