



Administrative Intern Application

ADMINISTRATIVE INTERN 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.

- Administrative Intern Application
- A signed letter from your university stating you are currently enrolled in an administrative program or a copy of your administrative license
- 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)

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 Administrative Intern position at:

Location

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

Have you ever been released, encouraged or asked to resign, or denied a "Return Contract"?

Yes No

Have you had disciplinary action or had your Educational License revoked or suspended?

Yes No

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

Explanation

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.

Have you retired from the Utah State Retirement System?

If Yes, when did you retire: Date Retired from URS

No

Do you have any relatives employed by Canyons School District?

Yes No

Generally, immediate family members of current employees are not eligible to work at the same school or department, except in certain circumstances. We try to avoid any possible conflicts of interest.

If Yes, who? Name of relative

Where? Location of Relative

EDUCATIONAL WORK EXPERIENCE:

List the number of contractual years of EDUCATIONAL WORK EXPERIENCE in the following areas:

Elementary School

Teacher # of Years Worked
Counselor/Psychologist # of Years Worked
Administrative Intern # of Years Worked
Asst. Principal # of Years Worked
Principal # of Years Worked
Position Held - Other # of Years Worked

High School

Teacher # of Years Worked
Counselor/Psychologist # of Years Worked
Administrative Intern # of Years Worked
Asst. Principal # of Years Worked
Principal # of Years Worked
Position Held - Other # of Years Worked

Middle School

Teacher # of Years Worked
Counselor/Psychologist # of Years Worked
Administrative Intern # of Years Worked
Asst. Principal # of Years Worked
Principal # of Years Worked
Position Held - Other # of Years Worked

District Office/Other

Position Held - Other # of Years Worked
Position Held - Other # of Years Worked
Position Held - Other # of Years Worked
Position Held - Other # of Years Worked
Position Held - Other # of Years Worked
Position Held - Other # of Years Worked

CURRENT SCHOOL:

Current School: Place of current employment

Your current position: Current Position

Immediate Supervisor: Name of immediate Supervisor

Supervisor Contact: Supervisor's Telephone Number

Agreement: By submitting this Administrative Intern 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.