

---

---

APPLICATION FOR SCHOOL PRINCIPAL

**MSD of Warren County**

M.S.D. of Warren County, Indiana  
101 North Monroe Street, Box 207  
Williamsport, Indiana 47993

---

---

**BACKGROUND INFORMATION** (Please type or print)

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Completion of social security number is optional. Failure to submit social security number will not prohibit employment consideration. Your social security number will be required on various other employment documents.)

PRESENT POSITION \_\_\_\_\_

NAME OF SCHOOL DISTRICT \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TOTAL PUPILS ENROLLED \_\_\_\_\_ TOTAL ELEMENTARY SCHOOLS \_\_\_\_\_

TOTAL CERTIFIED STAFF \_\_\_\_\_ TOTAL MIDDLE/JR. HIGH SCHOOLS \_\_\_\_\_

TOTAL STAFF IN SYSTEM \_\_\_\_\_ HIGH SCHOOL ENROLLMENT \_\_\_\_\_

Do you hold, or are you eligible to obtain, a valid Indiana Secondary Principal's License?

YES \_\_\_\_\_

NO \_\_\_\_\_

**The Metropolitan School District of Warren County, Indiana does not discriminate in hiring or employment on the basis of race, color, sex, age, disability, religion, or national origin.**

**EDUCATION:** (Undergraduate and Graduate)

**PROFESSIONAL EXPERIENCE AND/OR EMPLOYMENT HISTORY:** (Please list most recent first)

**REFERENCES:** List five individuals who know your professional background and qualifications. (Please request two of these five individuals to forward a confidential reference concerning your qualifications for this position to the address noted on the back page.)

**PROFESSIONAL ORGANIZATIONS:**

(List the organizations in which you have been most active recently and indicate offices held, personal contributions, or other responsibilities.)

**COMMUNITY LEADERSHIP ACTIVITIES:**

(List activities in which you have been most active recently and indicate your contribution to the community.)

# WAIVER

## PUBLIC LAW 93-389 "FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974"

I hereby certify that the information found within this application has been provided voluntarily and I waive any right to assert discrimination on the basis of that which has been divulged.

I hereby authorize all persons, firms, corporations, educational institutions, and organizations of any kind to release to the **M.S.D. of Warren County, IN** any and all information, files, or records pertaining to this application, and to permit inspection, and to furnish copies of any documents pertinent to this application. I further authorize any and all persons in any capacity to answer any and all questions in any form that may be submitted to them concerning this application.

In the event of employment, I understand that false, misleading or omission of information given in my application or interview(s) may result in discharge.

The information submitted on this application is accurate to the best of my knowledge. I understand that my application will be retained in current files for a period of one year.

---

Date

---

Applicant's Signature

These materials will be used for discussion only in executive sessions. All applications will be treated confidentially and receipt of each application package will be acknowledged.
---



**Describe the talents, skills and special qualifications you possess that will make you a successful Principal.**

---

---

---

---

---

---

---

---

**Describe your educational leadership philosophies.**

---

---

---

---

---

---

---

---

**As principal how would you maximize student achievement?**

---

---

---

---

---

---

---

---

## ADDITIONAL BACKGROUND INFORMATION

- Yes  No 1. Is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?
- Yes  No 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
- Yes  No 3. Have you ever resigned from a position after being offered the opportunity to resign rather than be terminated?
- Yes  No 4. Have you ever resigned from a prior position without being asked; but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- Yes  No 5. Have you ever been investigated for, charged with, or pled guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?
- Yes  No 6. Have you ever pled guilty, been convicted of, or otherwise been found in violation of the law by a court for any matter other than a minor traffic violation?
- Yes  No 7. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?

## AUTHORIZATION AND RELEASE

I expressly waive in connection with any request for, or provision of such information, any claims or accusations of action including, without limitation, defamation, infliction or emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees or agents, or against any provider of any information.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please include any necessary documentation including current teaching/administrative licenses, resume, transcripts, etc.

Address all communications To: **Mr. Ralph Shrader, Superintendent**  
**M.S.D. of Warren County, IN**  
**101 North Monroe Street, Box 207**  
**Williamsport, Indiana 47993**

**Or email: [rshrader@msdwarco.k12.in.us](mailto:rshrader@msdwarco.k12.in.us)**