

APPLICATION FOR ADMINISTRATIVE POSITION

IN THE

**NORFOLK PUBLIC SCHOOLS
800 E. CITY HALL AVENUE
P.O. BOX 1357
NORFOLK, VIRGINIA 23501-1357**

NAME OF APPLICANT: _____

SOCIAL SECURITY NUMBER: _____

DATE OF APPLICATION: _____

POSITION APPLIED FOR: _____

(A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION)

***IF PRINCIPAL OR ASSISTANT PRINCIPAL INDICATE LEVEL:**

_____ **ELEMENTARY**

_____ **MIDDLE**

_____ **HIGH**

VIRGINIA LICENSE EXPIRATION DATE: _____

(FORWARD COPY WITH EACH APPLICATION)

ENDORSEMENTS: _____

3. _____
Name of School _____ Degree Awarded _____ Date _____

Major Field of Specialization: _____

Minor Field of Specialization: _____

C. Additional Courses Beyond the Highest Degree:

<u>Titles</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

III. TEACHING AND/OR ADMINISTRATIVE EXPERIENCES

Please list places of employment and give your position, locations, and inclusive dates of service.

1. _____

2. _____

3. _____

4. _____

IV. State briefly the nature and lengths of service of other experiences such as business, industry, military, service on local/state educational committees, community or professional organizations in elected or chaired positions, etc.

1. _____

2. _____

3. _____

V. In the space below, indicate your primary professional interest and state why you believe yourself to be suited for assuming such responsibilities in administration.

VI. Please list three to five persons from whom you have sought professional recommendations. List those most familiar with your current work. (Example: If you are a classroom teacher, your principal, assistant principal and department head). Relatives are not accepted as references. Provide name, title, address and phone number. **ENSURE THAT YOUR REFERENCES ARE FORWARDED IMMEDIATELY TO HUMAN RESOURCES.**

1. _____

2. _____

3. _____

4. _____

5. _____

VII. GENERAL INFORMATION

- 1. Have you ever been refused tenure or a continuing contract? No ___ Yes ___
- 2. Have you ever been discharged or requested to resign from a position? No ___ Yes ___
- 3. Have you ever been convicted of a violation of law other than a minor traffic violation? No ___ Yes ___
- 4. Have you ever had a teaching license revoked or suspended? No ___ Yes ___
- 5. Are any criminal charges or proceedings pending against you? No ___ Yes ___
- 6. Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? No ___ Yes ___

IF YOUR ANSWER IS YES TO ANY OF THE ABOVE QUESTIONS, EXPLAIN IN A WRITTEN STATEMENT BELOW.

Signature of Applicant

Date

The School Board of the City of Norfolk is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, color, disability (handicap), sex or age.

After completing this form, please print and sign the form.

Mail to: **Norfolk Public Schools, Department of Human Resources, 800 E. City Hall Ave., Norfolk, VA 23510**