

Bay District Schools Administrative Application

Information obtained through the application process will be used for decision making, candidate selection and/or nomination by the Superintendent, as applicable. The Administrative Application is considered complete once all required information and documentation has been received by Human Resources. The deadline for receiving applications is no later than 4:30 p.m. CST on the posted closing date. Applications may be sent electronically to **careers@bay.k12.fl.us**. Incomplete applications will not be processed or considered. Do not depend on U.S. mail or the school courier system for meeting deadlines.

INSTRUCTIONS TO APPLICANT

- 1. Complete and sign the fillable Administrative Application.
- 2. Provide a current resume that outlines the minimum qualifications of the posted position including:
 - Education
 - ➤ Relevant certifications and qualifications
 - > Experience with dates including duties, responsibilities and accomplishments
 - Three (3) professional references
- 3. Attach education documents for the posted position (current certifications, advanced degree transcripts, etc.)
- 4. If applying for a school-based or student-centered administrative position, request a completed Supervisor's Competency Rating Form from your current or most recent supervisor.
- 5. Submit the completed Administrative Application and resume to Human Resources no later than 4:30 p.m. CST on the posted closing date. Applications may be sent electronically to **careers@bay.k12.fl.us**.

FULL LEGAL NAME:		
Last	First	Middle
ADDRESS:	City	Ctata 7in
Street	City	State Zip
HOME PHONE: ()	CELL PHONE: ()
PERSONAL EMAIL:		-
POSITION DESIRED:		
The following information is OPTIONAL	:	
GENDER: D Male D Female	ETHNICITY: Are you of Hispanic/ La	tino Origin? 🗖 YES 🗖 NO
RACE (Check all races that apply):	American Indian / Alaskan NativeBlack/ African American	Multiracial White Asian / Pacific Islander



EMPLOYMENT HISTORY

•	Are you currently under contract with any Florida district? If YES, please list the district:	YES		NO I			
•	Are you currently an employee of Bay District Schools?	YES		NO			
•	Have you previously worked for Bay District Schools?	YES		NO			
	If YES, please list your supervisor:	 and p	osition	:	 	 	

Beginning with your present or most recent position, list your employment history pertaining to your last three (3) positions.

EMPLOYER:	EMPLOYER PHONE:			
	EMPLOYMENT DATES			
POSITION:	BEGIN:	END:		
SUPERVISOR:	TITLE:			
SUPERVISOR CONTACT INFORMATION				
PHONE:	EMAIL:			

EMPLOYER:	EMPLOYER PHONE:		
DOOLTION	EMPLOYMENT DATES		
POSITION:	BEGIN:	END:	
SUPERVISOR:	TITLE:		
SUPERVISOR CONTACT INFORMATION	·		
PHONE:	EMAIL:		

EMPLOYER:	EMPLOYER PHONE:		
DOSITION	EMPLOYMENT DATES		
POSITION:	BEGIN:	END:	
SUPERVISOR:	TITLE:		
SUPERVISOR CONTACT INFORMATION			
PHONE:	EMAIL:		



Are you a veteran as defined by s.295.07, Florida Statutes and claiming Veteran's Preference? Q YES Q NO

Note: In order to receive Veterans Preference, it is required that proof such as DD-214 (Military discharge papers) or its equivalent from the VA showing military status, dates of service and discharge type or other type of proof from the DD or VA MUST BE SUBMITTED WITH THIS APPLICATION. Spouses, widows, or widowers qualifying for Veterans' employment preference MUST SUBMIT with this application, the required documents in order to receive such Veterans' Employment preference.

If you are claiming Veteran's Preference, please indicate the provision under which you qualify. State Law currently defines "war" to include the following conflicts: Korean Conflict, Vietnam Era, Persian Gulf War, Operation Enduring Freedom and Operation Iraqi Freedom. (SB 156 - 1.01(14) Florida Statutes.)

- A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America.
- A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.
- Receipt of any Armed Forces Expeditionary Medal is qualifying for veterans' preference.
- The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- The unremarried widow or widower of a veteran who died of a service-connected disability.

If you state that you were "A veteran of any war...," please indicate the war here:

- Korean Conflict: June 27, 1950 to January 31, 1955
- Uietnam Era: February 28, 1961 to May 7, 1975

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- Persian Gulf War: August 2, 1990 to January 2, 1992
- Operation Enduring Freedom: October 7, 2001 to date to be determined
- Operation Iraqi Freedom: March 19, 2003 to date to be determined

BACKGROUND INFORMATION

•	Are you legally authorized to work in the United States?	YES	🔲 NO
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- If offered employment by the local board of education, can and will you provide documentation that you are legally authorized to work in the United States?
 YES
 NO
- If applicable, will your immigration status require sponsorship for employment (e.g., H-1B visa)?

YES	D NO	NOT APPLICABLE

 With or without reasonable accommodation, are you able to perform the essential functions of the position for which you are applying?
 YES
 NO



•	Have you ever been arrested/convicted of a crime, found guilty, or entered a plea of no contest (nolo contendere), even if adjudication was withheld? <i>Failure to answer this question accurately could result in termination of employment.</i> U YES D NO				
	If YES, what charges?				
ex	If you answer 'YES' to any of the FOLLOWING questions, please use the space provided to give a detailed explanation, including the date of the charge, the court action, and the address of the court involved. Please note that a 'Yes' answer to these questions may not necessarily disqualify you from consideration for employment.				
•	Have you ever been dismissed from an employment position in the last ten years? T YES NO				
•	Have you ever been asked to resign from an employment position in lieu of dismissal? YES NO				
•	Have you ever been investigated for or disciplined for misconduct related to your employment? T YES NO				
•	Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation? (examples of what should be reported include, but are not limited to, a felony, misdemeanor, or DUI)?				
•	Have you ever received probation, deferred judgment, or any type of pre-trial adjudication? Tes Tes NO				
•	Are you currently under investigation or named in an indictment, accusation or special presentment of any offense other than a minor traffic violation? TES INO				
•	Have you ever been under investigation or charged with any violation of the Florida Code of Ethics or any similar professional inquiry?				
•	Have you ever been investigated based on a report of child abuse or neglect or suspected child abuse or neglect by a state agency? YES NO				
•	Have you ever had a report of child abuse or sexual activity involving a K through 12 student or other minor filed against you with a school district, a state or federal agency, a police agency, in a court of law, or any prior employer?				

Sector Yes I NO



•	Have you ever had a professional certificate, credential, or license (of any kind) revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct?
•	Are there any pending adverse actions against you relating to a professional certificate, credential, or license?
•	Have you ever been denied a professional license for which you applied, or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
•	Have you ever surrendered a professional license of any kind before its expiration during an investigation or in lieu of discipline? YES INO
•	Have you ever been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure? YES NO
•	Have you ever failed to complete a contract for educational services in any educational or school-related position?
•	Have you ever been placed on leave by an employer or left such employment prior to the end of the employment term?
•	Have you ever had a contract non-renewed, non-extended or been dismissed from employment? Tes Tes NO
•	Have you ever resigned in lieu of contract non-renewal, non-extension or termination of employment?
•	Have you ever been dismissed from an employment position in the last ten years? The YES THE NO

I hereby affirm that all information provided by me in this application is true and accurate and subject to verification by Bay District Schools. I understand that any discovery of incorrect information supplied by me could be used as basis for disqualification and/or of my application.

Signature of Applicant

Date