



ELEMENTARY PRINCIPAL APPLICATION

Thank you for your interest in Camelback Academy. Below is a list of requirements needed before being considered for employment. Failure to provide ALL required documentation will delay your application process.

Required Paperwork before Interview:

- Application
- Resume
- Three Letters of Recommendation
- Copy of Principal Certificate
- Current Clearance Card (**Fingerprints**) – DPS
- Transcripts
- SEI Documentation

Please feel free to contact the school office with any further questions at (623) 247-2204

Camelback Academy
APPLICATION FOR EMPLOYMENT

CAMELBACK ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO NON-DISCRIMINATION IN EMPLOYMENT. CAMELBACK ACADEMY SELECTS THE BEST QUALIFIED INDIVIDUAL FOR THE JOB BASED ON JOB-RELATED QUALIFICATIONS REGARDLESS OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL PREFERENCE, DISABILITY OR ANY OTHER STATUS PROTECTED BY APPLICABLE LAW.

Please print clearly and complete ALL information requested (complete or put N/A in each space, do not say "see resume.")

Name

Address

First

Middle Initial

Last

Home Phone _____

Mobile Phone _____

Social Security Number _____

Present Position _____

Student Enrollment _____

Present Salary _____

Or, are you eligible for an Arizona Principal's Certificate? _____

Do you hold a license from another state? _____

If so, which state(s)? _____

Have you previously held a licensed position in an Arizona public school? _____

If yes, have you successfully completed an official probationary period in a public school district or charter school? _____

ARE YOU CURRENTLY UNDER CONTRACT WITH ANOTHER SCHOOL IN THE STATE OF ARIZONA? YES _____ NO _____

Why are you considering leaving your present position? _____

If you are hired, can you present evidence of your legal right to live and work in this country? YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____ (If yes, state details on back of page.)

Have you ever been arrested but the case is pending/unresolved? YES _____ NO _____ (If yes, state details on back of page.)

Are you on a sex offender registry? YES _____ NO _____ (If yes, state details on back of page)

Have you ever had any license or certificate of any kind (principal/teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complain now pending against you before any licensing, certification or other regulatory agency or body, public or private? YES _____ NO _____

If you answered "YES," you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teaching certification or otherwise) or by your current or any previous employers?

YES _____ NO _____

If you answered "YES," you must provide the name, address and telephone number of the employer or body and a statement of the accusations against you.

Responding "yes" to any of the previous questions is not an automatic bar to employment. The date of the offense, and the relationship between the offense and the position for which you are applying will be considered.

Are you able to perform the essential functions of the position, either with or without an accommodation? YES _____ NO _____

If you need accommodation, what are your needs? _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you employed now? _____ If YES, may we contact your present employer? YES _____ NO _____

Have you ever applied to or worked for Camelback Academy before? _____ Date _____

EDUCATION

	School	City/State	# Years	Did you Graduate?	Major Subject(s)	Degree Earned/YR
High School						
College						
College						
College						
College						
Graduate or Technical						

Have you served in the United States Armed Forces? YES _____ NO _____

Branch _____ Reserve Status _____ Special Training _____

Certifications and Endorsements:

I hold the following Arizona Certifications:	I hold the following Arizona endorsements:

Professional and Community Memberships and/or Activities

Other Qualifications/Endorsements

Foreign Language spoken? _____ Yes _____ No

If yes, which language(s) _____

Please provide any additional information which you believe will assist in arriving at a true estimate of your qualifications

PROFESSIONAL EXPERIENCE (including student teaching)

Please list present and past employers for the past 10 years beginning with the most recent.

Month/ Year	Name & Address of Employer	Initial Position Title and Duties	Previous Supervisor	Starting Salary	Reason for Leaving
		Final Position and Duties	Telephone Number	Ending Salary	
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

Please account for all unemployment since leaving school and between positions for last ten years. Give dates and state what you were doing.

From:

To:

From:

To:

Please list three PROFESSIONAL References:

NAME & TITLE	ADDRESS	HOME & BUSINESS PHONE NUMBERS	RELATIONSHIP
1.			
2.			
3			

Please list three PERSONAL References:

NAME & TITLE	ADDRESS	HOME & BUSINESS PHONE NUMBERS	RELATIONSHIP
1.			
2.			
3.			

Written Questions:

- 1) Please describe the reasons why you desire employment at Camelback Academy _____

- 2) Describe your style of supervising staff and subordinates. _____

 - a. Describe an incident where that style worked well _____

 - b. Describe a time that you were disappointed in the results of your supervision _____

 - c. What training in the area of supervision have you had? _____

 - d. What recent reading have you done regarding school leadership? _____

- 3) Describe a recent incident that required quick reaction and good judgment on your part _____

 - a. What was the problem and how did you handle it _____

 - b. Who was in charge; how did you relate to that person _____

 - c. What was the most forceful thing that you said and did _____

 - d. What did you do that was the most effective and the least effective _____

- 4) What programs or projects have you been responsible for implementing? Describe how you planned and executed the most important of these _____

 - a. Where did the idea come from _____

 - b. How did you initially define your short- and long-term goals _____

 - c. What unanticipated difficulties arose in carrying out the plan _____

 - d. What changes were made in your plan as it was being implemented _____

 - e. How effective do you think, looking back, your preliminary planning efforts were _____

- 5) Think of the most upset person you've had to deal with lately (an employee, coworker, parent, other). Describe how you handled it. _____

- a. How did it come to your attention _____

 - b. What did you say during the tensest moments _____

 - c. How did you show that you understood the other person _____

 - d. How did you resolve the problem _____

- 6) Did you institute any new work methods or make other improvements in school or work? Please describe _____

- a. How did you get the idea for this improvement _____

 - b. How did you implement your ideas _____

- 7) How might you use staff evaluation as a tool in order to help teachers and support staff develop new competencies and explore innovations in instruction? _____

- 8) Please describe any experiences you have had developing a building staff development program. _____

- 9) Schools tend to take on personalities of their own that are generally influenced by the leadership style of the building principal. Based on this, what would Camelback Academy look like if you were named principal _____

- 10) How will you encourage teachers to keep in close contact with parents? Also, how would you monitor to assure this takes place _____

- 11) What do you do to keep up to date in your field _____

- a. What regular professional reading do you do _____

 - b. What is the most recent new, good idea in your field you have learned about _____

 - c. Describe the last time you were surprised by some development or finding in your own area of expertise _____

12) Creating a collaborative work environment is important in the professionalism of teaching. What strategies might you employ to help create a team at Camelback Academy _____

13) Describe a decision you've made which you feel has had the most impact _____
a. How did you come up with the idea for your decision _____
b. What risks did you take when deciding on this course of action _____
c. How did you evaluate the results _____

14) When is ability grouping appropriate and when is it not appropriate _____

15) Middle schools are traditionally grouped into teams or communities of students and teachers. What are the advantages and disadvantages of such a grouping? Would you incorporate teams into a small K-8 school with 2 sections of each grade? If not, why? _____

16) Camelback Academy is a Performing-Plus school. Standardized tests show us performing in the mid 60% to low 70% on average. Briefly describe current curriculum developments at the elementary and middle school level that you would implement that will help us break these barriers _____

17) To what extent does data drive instruction and future planning for a school _____

18) Camelback Academy's ethnic breakdown is 51% Hispanic, 31% White, 12% Black, and 4% American Indian and 2% Asian/Indian. 77% of our students qualify for the free/reduced meal program. What activities would you promote to collaborate with and meet the diverse needs of the school community _____

19) What discipline standards or procedures have you found to be effective when dealing with students? Please be specific regarding students with IEP's, at risk students, and gifted students _____

20) What has been your most disappointing or frustrating supervisory experience _____

- a. What different approaches did you try _____
- b. What directions did you give that were misunderstood _____
- c. How did you handle objections to your directions or commands _____
- d. Looking back, what could you have done differently _____

21) What experiences have you had in working with low income and "at risk" students _____

22) What is a Charter School? How does a Charter School differ from a District School? How are they the same? _____

23) What does school choice look like to you? _____

**AGREEMENT OF
APPLICANT CERTIFICATION, AUTHORIZATIONS AND
UNDERSTANDING OF EMPLOYMENT RELATIONSHIP**

I hereby state that all the information that I provided on this Application or any other document submitted in connection with my employment, and in any interview, are true and correct. I have withheld nothing that would, if disclosed, affect this Application unfavorably. I understand that if I am employed and any information is later found to be false in any respect or if I have omitted material information, I may be dismissed. I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States.

Camelback Academy will be performing a criminal history/background check on successful applicants.

AT WILL EMPLOYMENT

If hired, I understand that my employment with Camelback Academy is "at will." No implied, oral or written agreements contrary to the express language of this Agreement are valid unless they are in writing, by an authorized representative of Camelback Academy. I hereby acknowledge that I have read and understand the above statements.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND CONFIRM YOUR VOLUNTARY AGREEMENT

APPLICANT SIGNATURE _____

DATE _____