

# ADMINISTRATIVE APPLICATION TINTIC SCHOOL DISTRICT

545 E. Main Street • P.O. Box 210 • Eureka, Utah 84628 • Phone: 435-433-6363 • Fax: 435-433-6643 • [www.tintic.org](http://www.tintic.org)

**CONTACT INFORMATION:**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

                    Last                      First                      Middle

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
Street or P.O. Box

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**EDUCATION:**

School Name	State	Years Attended	Degree Received	Major

**EMPLOYMENT HISTORY:**

Employer	Job Title	Dates Employed	City/State	Phone

**REFERENCES (BUSINESS AND PROFESSIONAL ONLY):**

Name	Title	Company	Phone

## APPLICATIONS

Email, drop off or mail your **completed application packet** to the Tintic School District, 545 East Main Street, P.O. Box 210, Eureka, Utah 84628. For directions, please call 435-433-6363. A complete application packet should consist of the following:

- ☐ Completed and signed Tintic School District Administrative Application
- ☐ Three letters of recommendation
- ☐ Resume
- ☐ Transcripts (copies are acceptable, but official transcripts will be required if hired)
- ☐ Letter of intent with reference to the position being sought

If you have a change in your phone number or address, please send that change in writing to the personnel department.

## HIRING PROCESS

### Initial Screening of Applications:

Screening of applications will be done by Personnel Services using district established criteria. **Only completed applications will be screened.** Application packets will be screened and scored on four different criteria:

1. Application Materials
2. Experience
3. Academic Background and Professional Training
4. References and Recommendations

Have you ever (1) forfeited bail, or been (2) convicted (3) fined (4) jailed (5) arrested/charged with, or (6) placed on probation for any violation of the law other than minor traffic offenses?    Yes    No

Have you ever had a certificate or license revoked or suspended?    Yes    No

Have you ever been released from a contract, reassigned to avoid termination or disciplinary action, suspended, or placed on leave with or without pay?    Yes    No

If you answered "Yes" to any of these questions, please explain in an attached letter.

I certify the information I have provided is correct and complete to the best of my knowledge.

I authorize Tintic School District to make such investigations and inquiries of my personal employment and other matters as deemed necessary in arriving at an employment decision. I hereby release persons giving information of past employment experiences from all liability in responding to inquiries in connection with my application. This is to include any request for human resource files from past employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in disciplinary action, which may include termination.

In accordance with Utah State Law, Tintic School District will conduct a criminal background check (including fingerprinting), and I hereby waive my rights to further written notice of such. I also agree to pay the entire cost of fingerprinting and background check.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**TINTIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYING THE MOST QUALIFIED APPLICANT REGARDLESS OF RACE, GENDER, AGE, RELIGION, OR DISABILITY. REASONABLE ACCOMMODATION IS PROVIDED TO THE KNOWN DISABILITIES OF OTHERWISE QUALIFIED APPLICANTS AND EMPLOYEES.**