



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: _____
Street City State Zip

HOME PHONE: () _____ CELL PHONE: () _____

PERSONAL EMAIL: _____

POSITION DESIRED: _____

The following information is **OPTIONAL**:

GENDER: Male Female ETHNICITY: Are you of Hispanic/ Latino Origin? YES NO

RACE (Check all races that apply): American Indian / Alaskan Native Multiracial White
 Black/ African American Asian / Pacific Islander



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EMPLOYMENT HISTORY

- Are you currently under contract with any Florida district? YES NO

If YES, please list the district: _____

- 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 position: _____

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

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

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

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



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Are you a veteran as defined by s.295.07, Florida Statutes and claiming Veteran's Preference? YES 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 unmarried 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
- Vietnam Era: February 28, 1961 to May 7, 1975
- 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
- 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 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



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- 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?
 YES NO
 - Are there any pending adverse actions against you relating to a professional certificate, credential, or license?
 YES NO
 - 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?
 YES NO
 - Have you ever surrendered a professional license of any kind before its expiration during an investigation or in lieu of discipline?
 YES NO
 - 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?
 YES NO
 - Have you ever been placed on leave by an employer or left such employment prior to the end of the employment term?
 YES NO
 - Have you ever had a contract non-renewed, non-extended or been dismissed from employment? YES NO
 - Have you ever resigned in lieu of contract non-renewal, non-extension or termination of employment?
 YES NO
 - Have you ever been dismissed from an employment position in the last ten years? YES NO
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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