

# CAMP VERDE UNIFIED SCHOOL DISTRICT # 28

## Principal

### APPLICATION INFORMATION FORM

To be considered for the position of Principal of Camp Verde Unified School District in Camp Verde, Arizona, send or deliver the completed application and the accompanying items listed below to:

**Dr. Amber Marchant-Lee  
Camp Verde Unified School District  
410 Camp Lincoln Rd,  
Camp Verde, AZ 86322**

**The application packet and two additional full sets of copies must be received at the above address by 4:00 p.m. on Thursday, April 24, 2014. The application packet must contain the following items:**

1. A letter of application that explains your interest in this position, qualifications, reasons for leaving your present position, an explanation of your career path, professional experience, and the skill set that makes you a viable candidate
2. Completed application
3. A current resume and any other relevant information  
-Released for public inspection if chosen as a finalist
4. Answers to the Narrative Statements/Questions, each in 300 words or less – at least two being in your own handwriting
5. Copies of college/university transcripts  
- Official transcripts required of successful candidate
6. Copy of current Arizona Principal Certificate
7. A minimum of three current reference letters from those qualified to support your candidacy or a current placement file with three current letters of reference
8. Required two signature pages (pages 5 and 6)

**To assure full consideration of your application, all materials must be received at the above address by 4:00 p.m. on Thursday, April 24, 2014. No consideration will be given until all materials are received.**

Questions with respect to the application process and/or requirements may be submitted to:

**Dr. Amber Marchant-Lee  
Camp Verde Unified School District Superintendent  
928-567-8234  
[alee@cvusd.k12.az.us](mailto:alee@cvusd.k12.az.us)**

# CAMP VERDE UNIFIED SCHOOL DISTRICT

410 Camp Lincoln Rd.,  
Camp Verde, AZ 86322  
928-567-8000

<http://www.campverdeschools.org>

## APPLICATION FOR PRINCIPAL

### 1. PERSONAL INFORMATION:

Date Application Received: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### 2. PROFESSIONAL DATA:

Are you currently under contract?  Yes  No

Date available: \_\_\_\_\_

Arizona Certificates now held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Possess valid Fingerprint Card?  Yes  No

**IMPORTANT:** Before consideration will be given for employment, the candidate must have on file in the District Office a complete set of transcripts, completed application, proof of Arizona certification, and a resume. It is the candidate's responsibility to see that these materials are provided. All applicants must qualify for Arizona Principal certification prior to employment. Out-of-state candidates should contact the below address for certification information:

**Arizona Department of Education**  
Certification Unit  
1535 West Jefferson Street  
Phoenix, Arizona 85007  
1-602-542-4367  
[www.ade.az.gov/certification](http://www.ade.az.gov/certification)

Camp Verde Unified School District No. 28 is an Equal Opportunity Employer, complies with Title IX, and shall seek the best-qualified applicants for all vacant positions regardless of age, race, color, religion, sex, marital status, disability, or national origin.

**3. WORK EXPERIENCE:**

Provide information about at least the last **ten** years of your employment history with the most recent experience first. Please list complete employer information. If you have not had five years of teaching experience, please provide information about your student teaching experience. The district reserves the right to contact your current and former employers.

<b>Dates Employed</b>	<b>Employer's Name and Address</b>	<b>Supervisor Name, Position, and Phone No.</b>	<b>Reason for Leaving</b>	<b>Position</b>
From: ____/____/____ To: ____/____/____				
From: ____/____/____ To: ____/____/____				
From: ____/____/____ To: ____/____/____				
From: ____/____/____ To: ____/____/____				

**Please complete the following questions:**

- A. Have you ever been dismissed from a position?  Yes  No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
- B. Have you ever been asked to resign from a position?  Yes  No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
- C. Have you ever resigned from a position rather than being non-renewed or dismissed?  Yes  No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

**4. EDUCATION AND PROFESSIONAL PREPARATION:**

List schools attended and special training received. Please note that “See Resume” is not an appropriate response to any question.

	Location	Dates Attended	Year Graduated	Degree/ Certificate	Major/ Minor	GPA
High School						
University						

**5. QUALIFICATIONS AND NARRATIVE QUESTIONS:**

A. Please list the following items. Note that “See Resume” is not an acceptable response.

1. Professional honors received \_\_\_\_\_
2. Professional organization memberships \_\_\_\_\_
3. Leadership positions in organizations \_\_\_\_\_
4. Community involvement \_\_\_\_\_

B. Attach separate sheet(s) and answer **all** of the following questions, a maximum of 300 words per question – ***at least two of your responses must be in your own handwriting:***

1. Cite specific examples of how you have actively involved parents and community members in the education of children. What components of these plans will you use to develop positive relations with the community?
2. Currently, the Elementary School has an ADE Letter Grade of C. Specifically, outline steps you would take to raise the grade to an A.
3. Cite specific examples of your approach and programs for culturally and educationally diverse students including, but not limited to, special education populations.
4. Describe how you have developed a comprehensive assessment plan to appraise student learning and staff effectiveness.
5. Please explain your approach to financial management beginning with a budgeting process based on district goals. Please also address the steps necessary during times of funding challenges.
6. Describe your leadership and management styles. What strategies do you use to involve staff in the decision making process?

**6. PERSONAL AND PROFESSIONAL REFERENCES:**

List the names of individuals who are familiar with your character, personality, aptitudes, and work habits. Do not include relatives on this list of references.

Name	Relationship to Applicant	Mailing Address	Phone Numbers
			H (____) _____ O (____) _____
			H (____) _____ O (____) _____
			H (____) _____ O (____) _____
			H (____) _____ O (____) _____
			H (____) _____ O (____) _____

**7. ACKNOWLEDGEMENT OF APPLICANT:**

I certify that every answer and statement I have provided on and accompanying this application is complete, truthful, and current and authorize investigation of all statements on this application form and other material provided as part of my application for this position. I understand and agree that:

- A. If any information is omitted from or not completed on this application, or if any false information is furnished, the District may reject my application.
- B. If any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution.
- C. If I am employed by the District and if it is later determined that I have furnished false information on this application, I may be dismissed from employment, criminally prosecuted, and, if certified, have my certificate revoked.

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

\_\_\_\_\_  
Date

Please mail or deliver this application and all related materials to:

**Dr. Amber Marchant-Lee**  
**Camp Verde Unified School District Superintendent**  
**410 Camp Lincoln Rd.,**  
**Camp Verde, AZ 86322**  
**Phone: 928-567-8234**  
**Fax: 928-567-8004**  
**Email: alee@cvusd.k12.az.us**

**8. BACKGROUND CHECK AND INFORMATION:**

Due to the responsibility the Camp Verde Unified School District No. 28 has to its children and community, the following information is required from all applicants and employees regarding convictions.\* A record of conviction does not disqualify an applicant from consideration; however, failure to provide complete and accurate information may cause disqualification from consideration for employment, may be cause for dismissal if employed, and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Superintendent’s office. Please read carefully and answer each question legibly.

Name: \_\_\_\_\_  
                    Last                    First                    Middle

Other names used: \_\_\_\_\_ Dates used: \_\_\_\_\_

- 1. Have you ever been convicted of a minor offense other than traffic violations? (A DUI conviction is not considered a minor traffic offense)      \_\_\_\_\_ Yes      \_\_\_\_\_ No
- 2. Have you ever been convicted of a felony?\*\*\*      \_\_\_\_\_ Yes      \_\_\_\_\_ No
- 3. Are you awaiting trial on a felony charge?      \_\_\_\_\_ Yes      \_\_\_\_\_ No
- 4. Have you ever been convicted of a sex or drug related offense?      \_\_\_\_\_ Yes      \_\_\_\_\_ No
- 5. Have you ever admitted to or been convicted of a dangerous crime against children as defined by ARS 13-604.01\*\*\*      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**IF YOU ANSWERED “YES” TO ANY OF THE ABOVE QUESTIONS, 1 THROUGH 5, PLEASE COMPLETE THE “APPLICATION SUPPLEMENTAL CONVICTION INFORMATION” ON THE BACK OF THIS SHEET.**

- 6. Is there any other information, not required by this application, that you should disclose to the District so that it may accurately evaluate your fitness to work in a position of public trust with minor students? (If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc., disclose and the District will determine whether the information is pertinent.)      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**IF YOU ANSWERED “YES” TO QUESTION 6, PLEASE FULLY EXPLAIN THE ANSWER ON AN ATTACHED, SEPARATE PIECE OF PAPER.**

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application and supporting material is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Camp Verde Unified School District No. 28.

I authorize the Camp Verde Unified School District No. 28 to make reference checks prior to employment, and I will execute documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

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

\_\_\_\_\_  
**Date**

\* **CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

\*\* Please note that prior to hiring, you must submit a notarized statement attesting to the fact that you are not now awaiting trial on, or have ever been convicted of, or admitted in open court or pursuant to a plea agreement, committing any of the crimes listed in ARS 15-512D and ARS 13-604.01. The crimes required to be disclosed on the affidavit are:

\*\*\* **ARS 13-604.01**

**ARS 15-512 D**

Prohibits any of the following with a minor under the age of 15:

- |   |  |  |
|---|--|--|
| <ol style="list-style-type: none"> <li>1. Second degree murder</li> <li>2. Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument</li> <li>3. Sexual assault</li> <li>4. Molestation of a child</li> <li>5. Sexual contact with a minor</li> <li>6. Commercial sexual exploitation of a minor</li> <li>7. Child abuse as defined in ARS 13-3623.A.1</li> <li>8. Kidnapping</li> <li>9. Sexual abuse</li> <li>10. Taking a child for the purpose of prostitution as prescribed in ARS 13-3206</li> <li>11. Child prostitution as prescribed in ARS 13-3212</li> <li>12. Involving or using minors in drug offenses</li> <li>13. Continuous sexual abuse of a child</li> <li>14. Attempted first degree murder</li> <li>15. Sex trafficking</li> <li>16. Manufacturing methamphetamines under circumstances that cause physical injury to a minor</li> <li>17. Bestiality as prescribed in ARS 13-1411.A.2</li> </ol> | <ol style="list-style-type: none"> <li>1. Sexual abuse of a minor</li> <li>2. Incest</li> <li>3. First or second degree murder</li> <li>4. Kidnapping</li> <li>5. Arson</li> <li>6. Sexual assault</li> <li>7. Sexual exploitation of a minor</li> <li>8. Felony offenses involving contributing to the delinquency of a minor</li> <li>9. Commercial exploitation of a minor</li> <li>10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport or distribute marijuana or dangerous or narcotic drugs</li> <li>11. Felony offenses involving the possession or use of marijuana dangerous drugs, or narcotic drugs</li> </ol> | <ol style="list-style-type: none"> <li>12. Misdemeanor offenses of the possession or use of marijuana or dangerous drugs</li> <li>13. Burglary in the first degree</li> <li>14. Burglary in the second or third degree</li> <li>15. Aggravated or armed robbery</li> <li>16. Robbery</li> <li>17. A dangerous crime against children as per ARS 13-604.1</li> <li>18. Child abuse</li> <li>19. Sexual conduct with a minor</li> <li>20. Molestation of a child</li> <li>21. Voluntary manslaughter</li> <li>22. Aggravated assault</li> <li>23. Assault</li> <li>24. Exploitation of minors involving drug offenses</li> </ol> |
|---|--|--|

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**APPLICATION SUPPLEMENTAL CONVICTION INFORMATION**

Completed by: \_\_\_\_\_

<b>CONVICTION INFORMATION</b>			
Conviction Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks			
Length and Terms of Probation			