



SCHOOL DISTRICT #35 (LANGLEY)

**4875 – 222ND Street
Langley, BC V3A 3Z7
Telephone: 604-534-7891
Fax: 604-532-1425**

Applicant's Name: _____

**APPLICATION
FOR AN
ADMINISTRATIVE POSITION**

- Principal – Elementary
- Principal – Secondary
- Vice-Principal – Elementary
- Vice-Principal – Secondary
- District Administrator

Other _____

To the Applicant:

Please note that applications must be received by the closing date of the posting. Upon completion, please forward to Manager – Human Resources at the above address.

This form is available in a template (Word Version 6)



A. GENERAL: Please attach your resume and other supporting documents.

Full Name _____
Surname Given Names

Address _____

Telephone: Business _____ Home _____

Email Address: _____

B. EDUCATION: (From most recent, attach copy of transcripts if available)

University	Major	Degrees Attained	Year
1.			
2.			
3.			
4.			

C. EMPLOYMENT HISTORY: (From the most recent)

ADMINISTRATIVE EXPERIENCE

District / Location	Position Held	Dates
1.		
2.		
3.		
4.		
5.		

TEACHING EXPERIENCE

District / Location	Position Held	Dates
1.		
2.		
3.		
4.		
5.		

EXPERIENCE OTHER THAN IN EDUCATION

Employer	Position Held	Dates
1.		
2.		
3.		
4.		
5.		

F. REFERENCES Please see "Declaration" below. List the names of three persons, not related to you, that we can contact for a professional reference.

Name	Occupation	
Address		
Email:		
Telephone: Home	Cell	Business
Name	Occupation	
Address		
Email:		
Telephone: Home	Cell	Business
Name	Occupation	
Address		
Email:		
Telephone: Home	Cell	Business

PLEASE READ CAREFULLY

APPLICANT'S DECLARATION AND AGREEMENT

I declare that all the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me, when discovered, will constitute sufficient grounds for dismissal.

As of the receipt of this application, I give permission for School District No. 35 (Langley) to contact any references, present and/or prior employers attached to this application and further I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential. I understand that any information given to the School District by a referee will be kept confidential and will not be released to the applicant without the consent of the referee.

I understand that as a condition of employment, I will be required to authorize a criminal records review and undergo a medical examination, and that the results of both must be satisfactory to the School District.

_____ Date

_____ Applicant's Signature