



ADMINISTRATIVE - SUPERVISOR APPLICATION

The Manheim Township School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities based on race, age, religion, national origin, sex, or disability. In addition, all of our buildings are accessible to and usable by the physically disabled. Inquiries should be referred to the Director of Pupil Services, who serves as coordinator for Title VI, IX and 503/504 regulations. The telephone number is 717 569-8231.

Last Name First Name Middle Name

Present Address

City State Zip Code

Present Position Annual Salary \$

Position Sought Salary Desired

REFERENCES

Give at least three (3) references – including superintendents and principals – under whom you have worked and who have knowledge of your character, personality, scholarship and ability. Also, give the name of at least one college faculty member who is thoroughly familiar with your graduate work.

Name Address Phone Number Official Position

Name Address Phone Number Official Position

Name Address Phone Number Official Position

Name Address Phone Number Official Position

Name Address Phone Number Official Position

EDUCATIONAL AND PROFESSIONAL PREPARATION

Name/Location **Dates** **Number of Years** **Degree/Diploma** **Major Field** **Minor Field**

(Include high school, college, graduate and summer sessions in chronological order. Include semester hours or credits.)

PROFESSIONAL EXPERIENCE

Name/Location of District **Dates of Service** **Number of Years** **Position**

OTHER WORK EXPERIENCE

Employer **Dates of Service** **Number of Years** **Type of Work**

Total Number of months in Armed Services: _____ Branch: _____

Briefly state your philosophy of productive supervisors, emphasizing the role of the supervisor in public education.

Please list at least three major activities or programs you have initiated or implemented that have resulted in improved organizational development. Indicate the part you played in each activity or program.

Explain briefly the contributions you feel you could make to the organization in Manheim Township schools if elected to the position for which you are an applicant.

What will you contribute to improve services to ensure that all stakeholders understand the importance of your department and impact to public education?

Please answer the following questions:

What professional books have you read in the past year that have influenced your thinking?

How were they significant? _____

What professional magazines do you read regularly? _____

List professional organizations in which you hold membership: _____

What articles have you published or program proposals have you initiated? _____

What offices do you hold or have you held in educational organizations? _____

In what civic or service organizations do you hold membership? _____

What has been your professional improvement program for the past three years? _____

What are your plans for professional improvement in the next three years? _____

What experience do you have with computers? _____

Applicant's Signature

Date of Application

Return to: Attn: Human Resources, PO Box 5134, School Road, Lancaster PA 17606-5134