



Dave Marx, *Superintendent*  
Traci Weisensee, *Secondary Principal*  
Joel Albers, *Elementary Principal*  
Dirk Pedersen, *Athletic Director*

# Limon School District

Thank you for your request for information about employment in Limon School District RE-4J. We are pleased to respond with the enclosed materials, and we look forward to the opportunity to consider you for employment upon receipt of the necessary applicant information.

In order for us to consider you for employment, we ask that you have on file in this office the following:

- ◆ Completed application
- ◆ Current resume
- ◆ Credentials, placement file, or 3 current letters of reference
- ◆ Undergraduate and graduate transcripts (unofficial copies are sufficient for applicants; official copies must be submitted upon employment)
- ◆ Response to enclosed set of questions
- ◆ Colorado teaching certificate/license (or statement of status of application to the Colorado Department of Education.)

Mail all of the above items to: Limon Public Schools  
P.O. Box 249  
Limon, CO 80828

Alternatively, you may email completed application materials to [marxd@limonbadgers.com](mailto:marxd@limonbadgers.com)

Applicants with completed files are given first consideration for a possible interview. The principals of the schools in which vacancies exist are forwarded the files of qualified applicants and, upon the basis of that review, invite applicants for personal interviews. You are welcome to call the District Office at any time to ascertain the status of your application and/or of a specific position.

Applicant files are destroyed as of December 31 of each year. If you wish your file to remain active beyond that date, we ask you to notify this office in writing.

Thank you for your interest. Please contact Peggy Ashcraft, Sec. at extension 328 if we can be of further assistance.

Sincerely

Dave Marx  
Superintendent

Limon School District RE-4J

874 F Avenue. PO Box 249  
Limon, Colorado 80828  
719-775-2350, Fax 719-775-9052





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## APPLICANT NOTE

The attached application form is intended for use in evaluation your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. Federal law provides penalties for false statements or documents related to U.S. employment eligibility. All qualified applicants will receive consideration without discrimination because of sex, martial status, race, age, creed, national origin or the presence of non-job related handicaps, and such information may be omitted from this form. A felony conviction will not necessarily bar the applicant from employment, and affirmative action hiring of handicapped individuals, disabled or Vietnam-era veterans, minorities and women may be requested by qualified applicants. Additional testing of job-related skills, mental/physical abilities and physical conditions may be required prior to employment.

I certify that I have read and understand the Applicant Note and that the answers given by me to the questions and statements made by me are complete and true to the best of by knowledge. I understand that any false information, omissions or misrepresentations of facts called for in the attached Application for Employment may result in the rejection of my application or the termination of my employment at any time during my employment. I authorize Limon School District RE-4J and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, workers' compensation claims history, criminal history and motor vehicle driving records. I authorize all persons, former employers, school governmental agencies and law enforcement agencies to release any information concerning my background.

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**Applicant Signature**

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**Date**





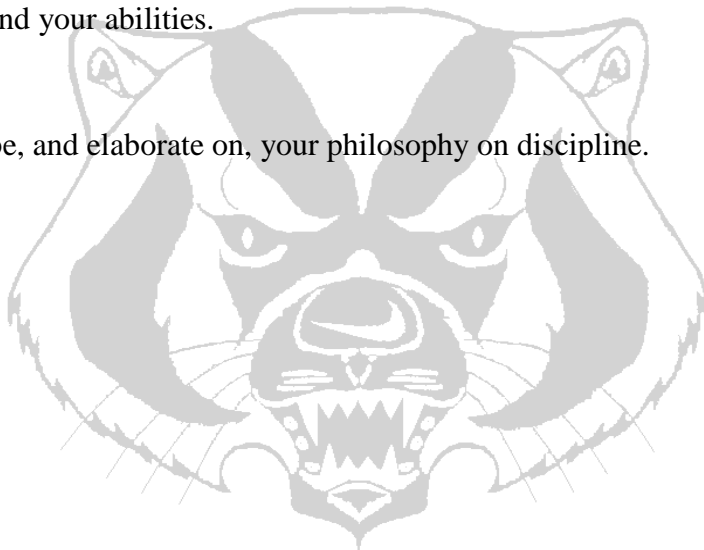
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## Questions for Principal Applicants

Please respond to each question on no more than one page per question using a 12 font.

1. Please describe what you believe the characteristics of a high achieving school are and what specific actions you would take to create such a school.
  
2. Describe your leadership style and your experience and strengths as an instructional leader. Please include any information, examples, etc., that you believe would help us to understand your abilities.
  
3. Please describe, and elaborate on, your philosophy on discipline.



# LIMON PUBLIC SCHOOLS

DATE \_\_\_\_\_

## ADMINISTRATOR APPLICATION

### Personal Data

Name \_\_\_\_\_ S.S. # \_\_\_\_\_  
Last First Middle  
Present Address \_\_\_\_\_  
Number and Street City State Zip  
Permanent Address \_\_\_\_\_  
Number and Street City State Zip  
Phone No. \_\_\_\_\_  
Present Permanent  
Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

### Position

Position(s) desired- please check: Superintendent of School \_\_\_\_\_ Director of Learning Services \_\_\_\_\_  
Elementary Principal (Pre-5) \_\_\_\_\_ Secondary Principal (6-12) \_\_\_\_\_

### Education & Licensure

Education: List colleges or universities attended and the degree and certificate received.

College/University	Attended		Degree & Date	Major	Minor
	From	To			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

State	Type (Certificate, License or Endorsement)	Date Issued	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you applied for a Colorado License? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Applied \_\_\_\_\_

### Honors

List honors or special achievements: \_\_\_\_\_  
\_\_\_\_\_

### Employment History

May we contact you present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

List Most Recent First

If you are a recent graduate, list student teaching experience.

Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
Telephone # \_\_\_\_\_ Duties and Responsibilities: (include grades &/or subjects taught)  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Telephone # \_\_\_\_\_ Duties and Responsibilities: (include grades &/or subjects taught)  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Telephone # \_\_\_\_\_ Duties and Responsibilities: (include grades &/or subjects taught)  
\_\_\_\_\_  
\_\_\_\_\_

Total years of Administrative Experience: \_\_\_\_\_ Public Schools \_\_\_\_\_ Private Schools: \_\_\_\_\_  
Total Years of Teaching Experience: Years \_\_\_\_\_: Public \_\_\_\_\_ years, Private \_\_\_\_\_ years

**References**

List three persons qualified to comment on your abilities and your past experiences.

Name	City/State	Position	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To be eligible for an interview, in addition to this completed application, please submit a current resume: credentials, placement file or three current letters of reference: undergraduate and graduate transcripts; response to enclosed set of questions; and a copy of your Colorado principal certificate/license. If not already a part of your resume, please submit a written statement regarding your professional goals and aspirations. You may include any information you believe would be helpful in your consideration. You may wish to enclose a recent photograph, although it is not required. If a vacancy occurs for which you are qualified and you are one of the final candidates, you will be contacted for an interview.

I certify that all information on this application is correct and complete and understand that employment is contingent upon its accuracy.

Signature \_\_\_\_\_ email address \_\_\_\_\_

Applications are placed in the active file from January 1 to December 31 of each year. Each applicant must notify the Learning Services Office in writing by December 31 if (s)he wishes to have his/her application remain active during the next calendar year. Inactive files will be destroyed at the end of each year.

*Limon Public School is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities.*

Thank you for your interest in our schools.