



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

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.

Applicant Signature

Date





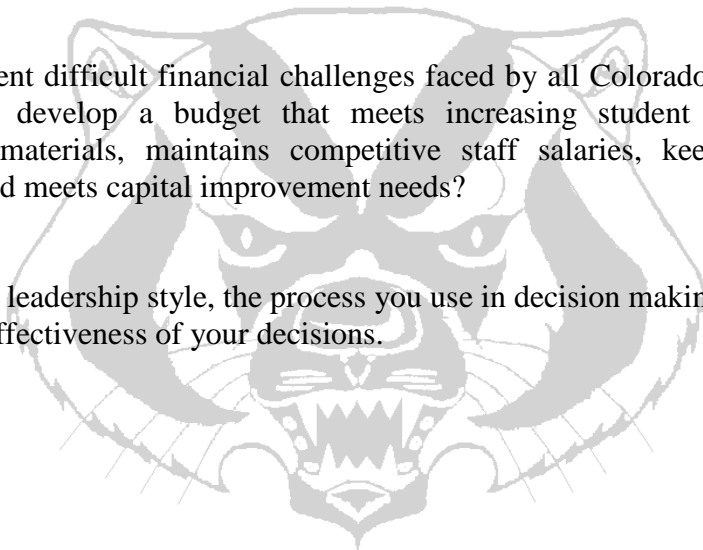
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Questions for Superintendent Applicants

Please respond to each question on no more than two typed pages.

1. As a superintendent, how would you develop and nurture a successful working relationship with the school board, staff and community members in our district?
2. Discuss your beliefs about small communities, their values, the challenges of small school districts and why you choose to be a part of this environment.
3. With the current difficult financial challenges faced by all Colorado school districts, how do you develop a budget that meets increasing student needs, provides instructional materials, maintains competitive staff salaries, keeps current with technology and meets capital improvement needs?
4. Describe your leadership style, the process you use in decision making and how you evaluate the effectiveness of your decisions.



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.