

APPLICATION FOR ADMINISTRATOR/DIRECTOR FOR PRIVATE POSTSECONDARY CAREER SCHOOL

General Information: Pursuant to Title 92, NAC, Chapter 41.004.04, administrative staff is required to possess appropriate background, qualifications, and experience adequate for the position.

Name of Employee _____

Date of Employment _____

Home Address and Telephone # _____

Name of School _____

Job Title _____ Full or Part-time _____

Job Responsibilities _____

Since your 16th birthday have you ever been convicted of a felony? ____ YES ____ NO. If you answered yes, for each case list the date, nature of offense or violation, name and location of the court, penalty imposed, if any, or other disposition. _____

EDUCATIONAL INFORMATION

List below all post-high school education, beginning with the most recent.

Name of Institution	Location	Major	Degree & Date Received	Dates Attended

High School Attended _____ Graduation Date _____

List any educational or professional certificate or license currently held _____

This document was issued by _____ Expiration Date _____

EMPLOYMENT INFORMATION

List below all employment beginning with the most recent. An additional sheet may be attached, if needed.

Name and Address of Employer	Job Title	Nature of Duties	Dates Employed

Describe how your previous experience(s) are related to your present job assignment.

The information provided on this application is true and correct to the best of my knowledge. I hereby make an application for an administrative position at this school.

Signature _____ Date _____

TO BE COMPLETED BY EMPLOYER

TO THE COMMISSIONER OF EDUCATION:

I expect to employ this applicant as an Administrator/Director of the school and will notify the Department of Education when he/she is no longer employed at the school. I have examined this application and I am satisfied that the information provided by the applicant is true and correct.

Signature-Director or Owner _____ Date _____

Send completed form to Director, Private Postsecondary Career Schools and Veterans Education, Nebraska Department of Education, P. O. Box 94987, Lincoln, NE 68509-4987. **This form may not be reworted.**