



**ADMINISTRATIVE APPLICATION FOR
REQUEST OF TRANSFER**

This application is to be completed by employees that want to transfer to an administration position within Robertson County Schools. Please return completed application to Human Resources.

Name: _____

Phone: _____ **Position Held at Present:** _____

Position Applying for: _____

Area(s) of Endorsement: BAL PAL ADMINISTRATION
 SUPERVISION

Administrative Experience: _____

State Reasons for Making Application for this Position: _____

Give Qualities You Have That Will Make You Successful in This Position: _____

Signature: _____

Date: _____

(Give Additional Information on Back if Needed)

FOR OFFICE USE ONLY

HR _____ DOS OFFICE _____ PAYROLL _____ HR: _____

NAME _____

Please complete this questionnaire and return it with your application. List information regarding your knowledge/experience/expertise in the following areas:

INSTRUCTIONAL LEADERSHIP: _____

TEACHER EVALUATIONS: _____

TEST DATA ANALYSIS: _____

STAFF DEVELOPMENT: _____

BUILDING MANAGEMENT: _____

FINANCIAL MANAGEMENT: _____

SCHOOL SAFETY & SECURITY: _____

STUDENT DISCIPLINE: _____

SPECIAL EDUCATION / 504: _____

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT: _____

PARENTAL & COMMUNITY INVOLVEMENT: _____

Please rate yourself on the following scale:

INDICATOR:	6 (high)	5	4	3	2	1 (low)
1. Character						
2. Organizational skills						
3. Tact						
4. Self-Control						
5. Personality						
6. Dependability/Attendance						
7. Promptness & Thoroughness						
8. Overall attitude						
9. Loyalty & Cooperation						
10. Initiative						
11. Oral Communication						
12. Written Communication						
13. Decision-making skills						
14. Willingness to accept constructive criticism.						

Additional comments which may be beneficial to the interview team: _____
