

APPLICATION

PORT ALLEGANY SCHOOL DISTRICT

POSITION: SUPERINTENDENT OF SCHOOLS

Date: _____

Directory Information:

Name: _____

Address: _____ E-Mail: _____

Cell Phone: _____ Home Telephone: _____

Work Telephone: _____ Salary Requirements: _____

(Do not write 'negotiable' list your salary requirements.)

Certification:

I hold a current Pennsylvania Superintendent Letter of Eligibility: Check Yes ___ / No ___

Areas of Certification ----- Issuing State ----- Date Issued

Areas of Certification	Issuing State	Date Issued

Education: School -----Major/Minor-----Degree-----

High School: _____

Undergraduate: _____

Graduate _____

Graduate _____

References: List three (3) references –Name / Contact Information / Additional references may be requested

Administrative and / or Supervisory Experience:

District/School: Position: Dates of Employment: Supervisor: Reason for Leaving:

Teaching Experience:

District/School: Position: Dates of Employment: Supervisor: Reason for Leaving:

Other Employment:

Name: Type of Employment: Dates of Employment: Supervisor: Reason for Leaving:

Specific areas of Professional Experiences:

Please provide your area(s) of experience, years of experience, and a self assessment of your strengths in those areas. Assess strengths on a scale of 1 to 10 with ten representing a wealth of experience.

Area: **Years Of Experience:** **Self Assessment (1 to 10):**

1. Working with School Board President / Board – Building / maintaining productive Board relationships:

2. Ability to listen / Hearing others out

3. School Finance / Budget:

4. Building Maintenance / Construction:

5. Contract Negotiations:

6. Comprehensive Planning:

7. Student Achievement: Meeting National / State Standards

8. Curriculum Development:

9. Staff Development / Recruit / Train / Evaluation Staff:

10. Addressing Personnel Issues:

11. Technology Skills:

12. Special Education Experience:

13. Extra-Curricular / Athletics Activities

14. Parent / PTA / PTO Community / Public Relations:

15. Public Relations / Social Media

WRITTEN RESPONSE

Explain why you have applied to be the next Superintendent of the Port Allegany School District:

Explain why you believe that you are best suited to become the next Superintendent of the Port Allegany School District:

GENERAL BACKGROUND INFORMATION

You must provide answers to all questions. If you answer 'Yes' to any questions, you must list all offenses. For each conviction, provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified by criminal history reports and employment history reviews.

Criminal offense includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of 'nolo contendere' (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate which results in a fine, sentence, or probation.

You may omit the following: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Circle YES or NO

Were you ever convicted of a criminal offense? YES NO

Are you currently under charges for a criminal offense? YES NO

Have you ever forfeited bond or collateral in connection with a criminal offense? YES NO

Within the last ten years, have you been fired from a job for any reason? YES NO

Within the last ten years, have you quit a job after being notified that you would be fired? YES NO

Have you ever been professionally disciplined in any state? YES NO
(Professionally disciplined means the annulment, revocation, or suspension of your teaching, administrative, superintendent certificate, or having received letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.)

Are you the subject of any visa or immigration status which would prevent lawful employment in the Commonwealth of Pennsylvania? YES NO

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. () 4904 relating to unsworn falsification to authorities.

Applicant's Signature

Date

STATEMENT OF UNDERSTANDING AND AGREEMENT

Please read the following information carefully before signing:

My signature below indicates that I read, understand, and agree to the following:

1. I hereby certify that the information I have provided in this employment application is true and complete to the best of my knowledge. I understand that if I am hired, the discovery of any false information provided or any relevant information omitted (no matter when discovered) shall result in the immediate termination of my employment.
2. I authorize and instruct the Port Allegany School District (herein after referred to as PASD) to make whatever inquiries it deems necessary of any person or organization who is not a consumer reporting agency to verify any of the information I provided in this application and to determine my qualifications and abilities.
3. In exchange for the PASD agreement to receive, process and consider my application for employment, I hereby release the PASD and any and all persons assisting or organizing the search process for the District or organizations contacted by the PASD from any and all claims or causes of action arising out of PASD's verification of the information I have provided in this application and/or its determination of my qualifications and abilities. I also understand that I have a duty to make a complete and thorough inquiry as to the conditions in the PASD if I wish to be employed there as the Superintendent of Schools.
4. I understand that, if an offer of employment is made to me, it will be contingent upon my completion of an employment entrance physical examination to the satisfaction of the PASD, I hereby consent to undergo a physical examination which may include any and all tests and procedures determined by PASD to be helpful in evaluating my suitability for employment.
5. I understand that, if an offer of employment is made, I must be able to obtain and pass all required background checks and clearances, including, but not limited to state criminal history clearance, child abuse certification, federal criminal history clearance, and an employment history review.
6. I understand that employment with PASD will be based on a term contract, and will continue only as long as the employee and PASD both wish to continue.
7. I agree to provide verbal and written answers to several job-related questions at the time of the interview(s).

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. () 4904 relating to unsworn falsification to authorities.

Applicant's Signature

Date

CERTIFICATION

I have inquired and provided documentation to the Pennsylvania Department of Education and informed the Department of the institutions of higher learning that I have graduated from and / or attended for certification purposes for employment in the Commonwealth of Pennsylvania as a Superintendent of Schools. The department has informed me that these institutions are recognized as accredited by the Pennsylvania Department of Education and that I am eligible for a Pennsylvania Superintendent Letter of Eligibility.

If you have an earned doctorate you must certify that degree is from an accredited institution of higher learning recognized by the Pennsylvania Department of Education.

I understand that any false information that I have provided as to accredited institutions of higher learner I have attended / graduated from and certifications that I have provided in connection with acquiring the Superintendent position in the Port Allegany School District if not recognized by the Pennsylvania Department of Education will be grounds for my dismissal and the termination of my employment with the Port Allegany School District.

My signature indicates that I have read, understand, and I have agreed to provide honest and truthful responses to the information requested in this entire application for employment as a Superintendent of Schools in the Port Allegany School District.

Applicant's Signature: _____ Date: _____