

APPLICATION

Ohio County (W.Va.) Superintendent of Schools

1. PERSONAL INFORMATION:

Respond to all items. As you work on this form, continually save the document in order not to lose information.

Name (Last, First, Middle Initial)

Home Address

Home Phone

Home e-mail (if applicable)

Other names or aliases by which you have been known:

Business Address

Business Phone

2. PRESENT POSITION:

Respond to each item. If you are unemployed, list such as title. If you are not currently employed in a public school position, list your current position, not the most recent school position and provide as complete data as possible.

Employing Institution

Employer Address

Work Phone

Work e-mail (if applicable)

Position Title

Employed Since

Indicate the number of:

Total Pupils Enrolled

Elementary Schools

Support Staff

Middle / Jr. High Schools

Professional Staff

Senior High Schools

Present Salary \$

Length of Present Contract

Expiration Date

Date Available

Benefits and Approximate Values

Name of Immediate Supervisor

Title

Business Phone

Home Phone

Do you hold a valid West Virginia Administrative Certificate endorsed for Superintendent or a first class permit endorsed for Superintendent?

If not, are you eligible to obtain same?

What other valid certificates do you hold?

3. EXPERIENCE

List in consecutive order beginning with the next most recent position following the position listed in Section 2. Include both administrative and teaching experience. List the district or school size and the number of individuals supervised for each position under "Position Statistics". Note any non-educational experiences with an asterisk. Additional positions held may be listed on page nine.

To:	Position	Supervisor's Name and Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
From:	Institution Location	Supervisor's Business Phone	Home Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Statistics	<input type="text"/>		

To:	Position	Supervisor's Name and Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
From:	Institution Location	Supervisor's Business Phone	Home Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Statistics	<input type="text"/>		

To:	Position	Supervisor's Name and Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
From:	Institution Location	Supervisor's Business Phone	Home Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Statistics	<input type="text"/>		

4. REFERENCES

List the names of persons who are familiar with your character, work, personality and work habits. Do not list relatives as references. Do not forward letters of reference.

Name	Business Phone
<input type="text"/>	<input type="text"/>

Official Position	Home Phone
<input type="text"/>	<input type="text"/>

Name	Business Phone
<input type="text"/>	<input type="text"/>

Official Position	Home Phone
<input type="text"/>	<input type="text"/>

4. REFERENCES (continued)

Name	Business Phone
<input type="text"/>	<input type="text"/>
Official Position	Home Phone
<input type="text"/>	<input type="text"/>

5. EDUCATION

List all graduate and undergraduate work and degrees earned.

High School and Location	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Undergraduate Institution and Location	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Undergraduate Institution and Location (if applicable)	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Graduate Institution and Location	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Graduate Institution and Location (if applicable)	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. HONORS AND DISTINCTIONS

List degrees, honors, awards, commendations, elective or appointive offices held, or other distinctions received.

7. MEMBERSHIPS AND AFFILIATIONS

List educational and other and note leadership roles.

8. COMMUNITY ACTIVITIES

List each activity and specify the community.

9. BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check may be made at the option of the Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as 9. Background Check and Information: A, B, C and D respectively.

"YES" answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

A. Have you ever been convicted of, admitted committing, or pleaded no contest to any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Explanation

9. BACKGROUND CHECK AND INFORMATION (continued)

B. Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Explanation

C. Have you ever had a license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before, any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Explanation

D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Explanation

10. CITIZENSHIP

Are you a citizen of the United States of America?

11. CONSENT TO CONDUCT BACKGROUND INVESTIGATION, AUTHORIZATION AND RELEASE

I have made application for the position of Superintendent of Ohio County Schools (District). I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, the District will conduct a background investigation if I am considered for the position. This investigation may include, but is not limited to, inquiries of present and former employers, schools, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education.

I hereby authorize and request any person or other entity, including, but not limited to, present and former employers, schools attended, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education to furnish a representative of the Board of Education of the County of Ohio with any and all information and copies of records in their possession regarding me. (continued on next page)

11. CONSENT TO CONDUCT BACKGROUND INVESTIGATION, AUTHORIZATION AND RELEASE

Continued from page 5

By signing below, I hereby release and hold harmless the Board of Education of the County of Ohio, its members, officers, employees and agents and any person or entity responding to a request for information pursuant to this Consent to Background Investigation, Authorization and Release and their members, officers, employees and agents from claims arising out of or in any connection with their legitimate gathering or disclosure of information as authorized by this Consent to Background Investigation, Authorization and Release. I agree that a photocopy or facsimile copy of this Consent to Background Investigation, Authorization and Release may be accepted with the same authority as an original.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

Applicant's Name

Applicant's Social Security Number

Applicant's Signature (do not complete, see note below)

Date

Witness Signature (do not complete, see note below)

Date

Note: Hardcopy signatures required. Once application is received, acknowledgement form will be mailed to you.

12. REQUIRED NARRATIVE ITEMS

Please respond to each of the following items in the spaces provided.

1. Among their many roles - statutory/legal, policy, fiscal, etc. - what do you consider to be the most important role of a county board of education in West Virginia?

2. Among his or her many roles - administrative, legal/statutory, constitutional - what do you consider to be the most important role of a county schools superintendent in West Virginia?

3. What are the main issues facing Ohio County Schools, and how do you, as superintendent, plan on addressing them? Please be specific in your response(s).

4. Ohio County Schools is facing declining enrollment trends. What experience do you have in leading or working in a county school system facing declining enrollment? Please be specific.

5. Given that several persons are likely to apply for this position, please list one primary reason the county board should elect you as schools superintendent. In doing so, what credential(s) make you distinct from the other candidates? Please be specific.

13. ADDITIONAL EXPERIENCE (Optional)

If applicable, list additional experience beyond the three positions on page two. This may be emailed with the completed application form. info@wvsba.org.

14. STATED REQUIREMENTS AND INFORMATION

All applicants without a current valid West Virginia Administrative Certificate endorsed for Superintendent or a first class permit endorsed for Superintendent are responsible for contacting Nathan Estel, Executive Director/Office of Professional Preparation, West Virginia Department of Education. Mr. Estel's email address is hestel@access.k12.wv.us His telephone number is 800.982.2378. You may also access <http://wvde.state.wv.us/certification/> to view your certification status online.

This is to advise you that the Freedom of Information Act (FOIA) in the State of West Virginia may require the disclosure of applicant name and information. We will do our best to notify you prior to any release of such information.

The School District is an Equal Opportunity Employer, complies with Title IX, and shall not discriminate on the basis of race, creed, age, sex, religion, handicap, or national origin.

Applicants are asked not to contact the Board except as requested to do so.

Address all communications to: Ohio County Superintendent Search
 c/o W. Va. School Boards Association
 P. O. Box 1008
 Charleston, WV 25324

It is expected that applications and other supportive materials will be received on or before 4:00 p.m., January 26, 2009.

May we contact your current employer ?

15. ACKNOWLEDGEMENT OF APPLICANT

Read this paragraph carefully before signing this application.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for election as Superintendent and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am elected as Superintendent, regardless of the time elapsed before discovery.

I acknowledge that this application, when submitted, shall become the property of Ohio County Schools.

Applicant's Signature (do not complete, see note below)

Date

Note: Hardcopy signature required. Once application is received, acknowledgement form will be mailed to you.

16. APPLICATION SUBMISSION*

Once the form is completed applicants using remote e-mail programs such as AOL, Hotmail, MSN or Yahoo must send the form by opening their respective e-mail program and sending the form as an attachment to info@wvsba.org, click on your respective e-mail program below for attachment instructions.

Attachment Instructions

[AOL](#)

[MSN/Hotmail](#)

[Yahoo Mail](#)

Applicants using non-remote e-mail accounts such as Netscape, Outlook or Outlook Express may submit the form by selecting the below button. Should this button not function properly, click on your respective e-mail program for attachment instructions.

Attachment Instructions

[Netscape](#)

[Outlook](#)

[Outlook Express](#)

*Applicants experiencing difficulty submitting the application form via e-mail may forward a hard-copy to the West Virginia School Boards Association at PO Box 1008, Charleston, WV 25324. Applicants may contact WVSBA to verify receipt of their completed applications.