

APPLICATION FOR SUPERINTENDENT - BELLEVUE CITY SCHOOLS

- 1.) Please fill out application blank and forward to the address printed below. Since your application will be separated from other papers at some stage of the process, please fill out in full.

Andrea Smith, Superintendent
North Point Educational Service Center
4918 Milan Road
Sandusky, Ohio 44870

- 2.) In addition to your cover letter and resume, you are invited to include any other material which you feel would be helpful.
- 3.) Make certain that your college or university placement office has forwarded a copy of your credentials.
- 4.) Applicants are requested not to make personal contacts with members of the Board of Education except as they are asked to do so.

PERSONAL INFORMATION

Date _____

Last Name _____ First _____

Home Address _____ Phone (____) _____

City _____ State _____ Zip Code _____

Business Address _____ Phone (____) _____

City _____ State _____ Zip Code _____

Present Position _____

School District/Agency _____

Enrollment _____ Staff Responsible to You _____

Your Annual Budget _____

Educator State ID # _____ (or) Date anticipated receiving license _____

Previous School Year Salary _____

Recognition - Honors, Awards, Publications:

Professional Organizations and Activities:

Community Leadership Activities:

Nature of Participation (Member/Officer):

REFERENCES

Please list the names of persons who know of your professional work and qualifications as follows:

Two persons for whom you worked:

Name _____ Position _____

Home Address _____ Phone (_____) _____

Name _____ Position _____

Home Address _____ Phone (_____) _____

Two persons with whom you worked:

Name _____ Position _____

Home Address _____ Phone (_____) _____

Name _____ Position _____

Home Address _____ Phone (_____) _____

One person who worked under your supervision:

Name _____ Position _____

Home Address _____ Phone (_____) _____

I have requested that my confidential file be forwarded from: _____
Name of Institution

As a candidate for this position, I do hereby grant permission for officials of the employing district or the North Point Educational Service Center to contact my previous employers, the schools I attended and individuals listed by me on this application, for the purpose of obtaining relevant data necessary for employment consideration.

Signature _____ Date _____

COMMENTS

1.) Why are you interested in this position?

2.) What specific skills and qualities do you possess that will help the school district be a more successful organization?

You are hereby informed that this application must be complete and correct. Any omissions or incorrect statements may be considered as misrepresentation and jeopardize contract conditions.

Signed

Date

**North Point
Educational Service Center
4918 Milan Road
Sandusky, OH 44870
(419) 627-3900**

EMPLOYMENT STATEMENT AND SIGNATURE

I have been advised and understand that:

- 1.) The background information supplied by an applicant for a position opening will be checked by the employing district and/or the North Point Educational Service Center to assure the accuracy of the data furnished and the past performance record of the candidate.
- 2.) I authorize the employing school district and/or the North Point Educational Service Center to make such investigations and inquiries of my personal and employment history and related matters as may be necessary in arriving at its employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application for employment.
- 3.) I should not resign my current employment until I have received a formal offer of employment, in writing, signed by the district's Representative.
- 4.) The answers given to the employing district's representatives and/or the Educational Service Center are true and complete to the best of my knowledge. In the event of employment, any significant misstatements of omissions later discovered may be cause for my dismissal from the employing school district.

Candidate's Signature

Date

Full Name (PRINTED)

Title

EMPLOYMENT HISTORY QUESTIONS

1.) Have you ever been convicted of, admitted committing, or are you awaiting trial for 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, vacated or expunged. If you answer "YES", you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

YES NO Explanation:

2.) Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation 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.

YES NO Explanation:

3.) Have you ever had any 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 and the final disposition.

YES NO Explanation:

4.) 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.

YES NO Explanation:

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

Candidate's Signature

Date



CONSENT TO CONDUCT A BACKGROUND INVESTIGATION AND RELEASE

North Point Educational Service Center

I, _____ [applicant's name], have applied for employment with the _____ school district to work as a _____ [job title]. I understand that in order for the Center to determine my eligibility, qualifications and suitability for employment, the Center will conduct a background investigation. The investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, conduct and evaluations, as well as, confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I would be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer, educational institution and/or any other individual to release any information requested in connection with this background investigation.

According to the Family Education Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any education institution.

I waive _____ / do not waive _____ (initial only one) my rights to see any written reference or other information provided to the Center or its agents by any educational institution.

I waive _____ / do not waive _____ (initial only one) my rights to receive a copy of any written communication furnished to the Center or its agents by any employer.

Whether or not I have waived my rights to see or to receive copies of written references furnished to the Center by employers or educational institutions, I hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that furnishes written or oral references requested by this Center or its agents to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

Dated this _____ day of _____, 20 _____.

Witness

Applicant