

# Application for Superintendent of Schools

## St. Marys City Schools

Directions:

1. This application and disclosure and consent form must be mailed. Forward both documents with your letter of application to the person listed on the second page of this form.
2. You are invited to add or attach any additional information that will assist us in our evaluation.
3. Applicants are asked not to contact members of the Board of Education.

**Background Information:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Position \_\_\_\_\_ Email address: \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business Address  Home Address

Have you ever been convicted of a crime other than a minor traffic violation? Yes  No

Number of People Reporting to You \_\_\_\_\_ Your Annual Budget \_\_\_\_\_

Size of Your School District (# of students) \_\_\_\_\_ Present Salary \_\_\_\_\_

Certificates Held \_\_\_\_\_

**Professional Education:**

Undergraduate	Institution	Major	Minor	Degree	Date

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## Professional Employment Record

Please supply a complete list of full-time experience. List most recent experiences first.

Position	Organization	Size	Dates

## Professional references:

Please list the names of five persons who know your professional work and qualifications. Be sure to include names of at least TWO school board members.

Name	Position	Address	Office Phone	Home Phone

Completed application form, disclosure/consent form, and all supporting materials should be mailed to:

Mr. Tom Sommer, Treasurer  
St. Marys City Schools  
101 W. South Street  
St. Marys, OH 45885

## Disclosure and Consent Form

As applicant for the position of superintendent of St. Marys City Schools, I hereby assert, consent to and acknowledge the following:

1. I possess valid professional certification to be a Superintendent in the State of Ohio (Attach Copy)
2. I understand the St. Marys City School Board of Education may conduct a thorough check of my background, including an investigation of criminal, driving, domestic, and financial history. I consent to this procedure and I will cooperate by providing the Board with such personal information as may be required.
3. I authorize the Board of Education, Treasurer, and Business Manager to contact personal and professional references, including those with whom I have been previously employed, but contact with my current employer will not be made until I have given specific prior approval.
4. I am in good health, and have no physical or other limitations that would prevent me from performing the responsibilities associated with this position.
5. If the answer is "YES" to any of the following questions, please provide additional detailed information:
  - a. Have you ever been convicted of a crime?  
 Yes       No
  - b. Have you ever been dishonorably discharged from the military?  
 Yes       No
  - c. Have you ever been known by any other name(s)?  
 Yes       No
  - d. Have you ever declared personal or business bankruptcy?  
 Yes       No
  - e. Have you ever been dismissed from a position; had disciplinary charges preferred against you; or been denied or had professional licensure revoked?  
 Yes       No
  - f. Are there other aspects of your personal or professional history or prior job performance that are pertinent to your employment as Superintendent of St. Marys City Schools.  
 Yes       No
6. I understand that providing any false statement in the above information, or in any other part of the application process, including interviews, will constitute grounds for my immediate termination and removal from the position of Superintendent.

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Candidate's Signature

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Date

**ANSWER THE FOLLOWING QUESTIONS IN THIS SPACE PROVIDED**

1. Why do you want to be a school superintendent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How do you want employees to view you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you consider to be your major strengths as an administrator? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How would you judge your success as a superintendent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. As superintendent, what communication approaches or systems are (would be) most effective for you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is the most important quality for a superintendent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to complete this portion of the application. It is a great help in getting to know you better as an administrator.