



**APPLICATION FOR SUPERINTENDENT OF SCHOOLS**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
Street City State Zip

**Phone:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
Home Business Cell

**Present Position:** \_\_\_\_\_ **School District:** \_\_\_\_\_

**Student Enrollment:** \_\_\_\_\_ **Number of Certified/Classified Staff:** \_\_\_\_\_

**Annual Budget:** \_\_\_\_\_ **Present Salary:** \_\_\_\_\_

**EDUCATIONAL RECORD**

Name & Location of Institution Attended	Year(s)	Degree	Major(s)	Minor(s)

- Do you hold a superintendent license for this position?       Yes       No
- Are you eligible for a superintendent license for this position?       Yes       No

**PROFESSIONAL MEMBERSHIPS/RECENT COMMUNITY ACTIVITIES**

(Indicate leadership responsibilities relevant to Superintendent position.)

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**EXPERIENCE**

*(List in consecutive order beginning with the next most recent position following the position listed on page 1.)*

<i>Dates</i>	<i>Position/Institution/Location</i>	<i>Supervisor's Name &amp; Title</i>	<i>Supervisor's Phone</i>
<i>To:</i>			<i>(Business)</i>
<i>From:</i>			<i>(Home)</i>
<i>Reason for leaving (please be specific):</i>			<i>District Enrollment:</i>
<i>To:</i>			<i>(Business)</i>
<i>From:</i>			<i>(Home)</i>
<i>Reason for leaving (please be specific):</i>			<i>District Enrollment:</i>
<i>To:</i>			<i>(Business)</i>
<i>From:</i>			<i>(Home)</i>
<i>Reason for leaving (please be specific):</i>			<i>District Enrollment:</i>
<i>To:</i>			<i>(Business)</i>
<i>From:</i>			<i>(Home)</i>
<i>Reason for leaving (please be specific):</i>			<i>District Enrollment:</i>
<i>To:</i>			<i>(Business)</i>
<i>From:</i>			<i>(Home)</i>
<i>Reason for leaving (please be specific):</i>			<i>District Enrollment:</i>

**REFERENCES**

*(Names of four persons who can discuss your experience and qualifications in detail.)*

<i>Name</i>	<i>Official Position</i>	<i>Phone Number</i>
		<i>Business</i>
		<i>Home</i>
		<i>Cell</i>
		<i>Business</i>
		<i>Home</i>
		<i>Cell</i>
		<i>Business</i>
		<i>Home</i>
		<i>Cell</i>
		<i>Business</i>
		<i>Home</i>

## BACKGROUND CHECK AND INFORMATION

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

If "Yes" is selected in response to any question, attach additional sheets and clearly identify as Background Check and Information with a detailed explanation:

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

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegations of alcohol, drugs or reckless driving) or have any civil charges previously or pending involving allegations of child abuse or spousal abuse? You must answer "YES" if true, even if the matter was later dismissed, deferred, reversed, or vacated. 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).

No

Yes, attach a separate sheet for explanation

2. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer? You must answer "YES" if true, 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 or resignation and other action concerning tenure reappointment or continuing contract denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

No

Yes, attach a separate sheet for explanation

3. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, 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 status of the charge or complaint.

No

Yes, attach a separate sheet for 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 statement of the accusation against you.

No

Yes, attach a separate sheet for explanation

5. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation either as the plaintiff/complainant or defendant/respondent?

No

Yes, attach a separate sheet for explanation

6. Have you ever filed a grievance/complaint of any kind against an employer?

No

Yes, attach a separate sheet for explanation

## VERIFICATION STATEMENT

*(Please read carefully and sign the statement below.)*

The information in the Application for Employment is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired. I understand that, to the extent allowed by State law, my application file will remain confidential and, if I am interviewed, the interview will be held in a closed session.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### APPLICANT'S FILE MUST INCLUDE:

- A letter of application stating personal qualifications, experiences, and reasons for interest in the position.
- A **signed** official application form **and** current resume.
- The names of four persons who will serve as references and can be contacted. *(Include name, title, and telephone numbers for both home and business and a cell phone number, if known.)*
- Several *current* letters of recommendation.

Please Direct **All** Inquiries,  
Applications and Supporting Materials To:

## **Ray and Associates, Inc.**

4403 First Avenue SE, Suite 407

Cedar Rapids, Iowa 52402-3221

319/393-3115 Phone

319/393-4931 Fax

E-mail: [glr@rayassoc.com](mailto:glr@rayassoc.com)

Website: [www.rayassoc.com](http://www.rayassoc.com)

*DO NOT CONTACT THE DISTRICT OR BOARD MEMBERS DIRECTLY.*

**DCSS IS SEEKING APPLICATIONS UNTIL THE POSITION IS FILLED**

Neither the School District nor any member of Ray and Associates, Inc. discriminate on the basis of disability, race, religion, sex, national origin, or age in access to, employment in, or in the provision of any programs, benefits or activities.