

Application for the Position of
SUPERINTENDENT OF SCHOOLS
for the
WESTFIELD SCHOOL DISTRICT
Westfield, NY

Instructions for applying: A letter of application, the completed application form, complete and concise resume, NYS SDA or SDL certification, College/University credential folder and official transcripts, any other supporting materials should be sent in care of:

Dr. David O'Rourke
District Superintendent of Schools/CEO
Erie 2-Chautauqua-Cattaraugus BOCES
8685 Erie Road
Angola, NY 14006

1. Please complete this application form and forward it along with all materials listed above. Your application form will be separated from other papers during the process; please fill out the entire application in detail.
2. You are invited to tell of achievements which you look upon with pride; attach selected supportive material with your cover letter if you wish.
3. Please request that your College/University Placement Office forward your credentials and official transcripts to the above address as soon as possible.

Personal Information

Last Name	First	Middle Initial
Home Address		Home Phone w/area code
Preferred Email Address		Cell Phone w/area code

Professional Information

Current Position (school district/organization)	
Business Address	Business Phone w/area code

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Professional Preparation

Institution & Location	Major/Minor	Degree	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL REFERENCES: Please provide five (5) individuals that may be contacted to provide a reference on your professional performance, professional demeanor, and/or professional achievements. These must include an Administrator who has worked or currently works for you, a Board member, a President of a local Bargaining Unit, a prominent community member (*please do not state " see resume or placement folder"*):

ADMINISTRATOR (*currently/previously works for you*): Contact may be made: Yes No

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE (with area code): _____ WORK

_____ HOME

BOARD MEMBER: Contact may be made: Yes No

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE (with area code): _____ WORK

_____ HOME

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PRESIDENT OF A BARGAINING UNIT: Contact may be made: Yes No

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE (with area code): _____ WORK

_____ HOME

PROMINENT COMMUNITY MEMBER: Contact may be made: Yes No

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE (with area code): _____ WORK

_____ HOME

OTHER: Contact may be made: Yes No

NAME: _____

TITLE : _____

ADDRESS: _____

TELEPHONE (with area code): _____ WORK

_____ HOME

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A response to the following questions is required:

	YES	NO
A. Have you ever resigned from a position rather than face disciplinary action?	<input type="checkbox"/>	<input type="checkbox"/>
B. Has any disciplinary action been brought against you which resulted in your being discharged from employment?	<input type="checkbox"/>	<input type="checkbox"/>
C. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="checkbox"/>	<input type="checkbox"/>
D. Have you ever had a teaching credential revoked, suspended, or annulled?	<input type="checkbox"/>	<input type="checkbox"/>
E. Have proceedings ever been initiated against you pursuant to New York State Education Law §3020a?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **YES** to any of the questions above, provide on a separate sheet the specifics or an explanation for the response. If you elect not to provide specifics, or if such an explanation is insufficient, a confidential investigation may be initiated. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

**MUST BE SIGNED TO BE VALID APPLICATION
AUTHORIZATION/AFFIRMATION STATEMENT**

I hereby authorize David O'Rourke, District Superintendent/Search Consultant, and the Westfield Board of Education to make any investigation of my past employment, and I further waive the right of access to any information submitted by these references. I further release all previous employers from any and all liability in connection with any response(s) to questions from David O'Rourke, District Superintendent/Search Consultant and the Westfield Board of Education.

I do hereby affirm that all statements and materials submitted by me are true and complete. I understand that any false or inaccurate statements will be considered justification for disqualification of my application or termination of my employment, if discovered at any time after employment has commenced.

Date _____ Signature _____

Westfield Central School District is an equal opportunity employer with an affirmative action policy. Westfield Central School District complies with Title IX of the 1972 HEW regulations and Title IV of the Civil Rights Act of 1964 and 504 of the Handicapped law.