



Polk School District
 Attention: James Wilson, Consultant
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 Cedartown, GA 30125
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APPLICATION FOR SUPERINTENDENT

All applications must be postmarked by the application deadline date **July 17, 2017**

PERSONAL INFORMATION

Last Name:
First Name:
Middle Name:

Title: Mr. Mrs.
 Ms. Dr.

Current Street Address: _____

City: _____ State: _____ Zip: _____

*Date of Birth: __/__/__ *Social Security #: _____ (*For Background Check Only)

CONTACT INFORMATION

Cell Phone Number: _____ Business Phone Number: _____

Home Phone Number: _____ Other Phone Number: _____

Home or Personal Email Address: _____

EMPLOYMENT RECORD *(Place NA in the blank if Not Applicable)*

Are you currently employed? Yes No What is your current salary? _____

If yes, Name of Employer _____

What is your current title? _____

Your current Employer: City _____ State _____ Zip _____

How long in your position? _____ What is your annual budget? _____

How many employees are in your organization? _____

How many total years have you worked as a school administrator? _____

Have you ever been fired, suspended, or had a contract non-renewed? Yes No

Have you ever been given the opportunity to resign in lieu of firing? Yes No

Do you object to us seeking criminal background check? Yes No



EMPLOYMENT HISTORY

Other Work Experience -Educational or Non-educational (Limit to last 7 positions):

Years Worked From...To...	School / District / Company	Name, Address, Phone #	Title / Position Reason for Leaving

*Do you have any objections to your previous employers being contacted for reference purposes?
Yes No If yes, please explain in the box below:*



EDUCATION AND TRAINING:

List the last 5 colleges or Universities that you attended and received a degree or credential from. (Limit to 5 most recent)

Year(s)	Attended College or University	Degree / Credential Earned

PROFESSIONAL DEVELOPMENT:

List 5 professional development trainings that you have personally conducted... if applicable. (If more than 5, you can list the others in your resume.)

Title of Training	Brief Description of Training	Audience



PUBLICATIONS AND/OR ARTICLES WRITTEN:

Please list any articles that you have published or were featured in. (Feel free to attach copies to application packet.)

Title of Article	Topic or Subject of Article	Journal Name and Date of Publication

* If you have published, or been featured in, more than the five allowed above, please list in your resume.

Title of your Doctoral Dissertation and brief description...if applicable:

MAJOR CAREER ACCOMPLISHMENTS, HONORS, AND/OR AWARDS: (Limit to 7)

Date	Major Career Accomplishment, Honor, and/or Award
/ /	
/ /	
/ /	
/ /	
/ /	



COMMUNITY INVOLVEMENT:

List the community organizations and/or activities that you are actively involved in:

Name of Organization / Activity	Brief Description

SKILLS / TALENTS / ATTRIBUTES:

Briefly describe those skills, talents, or attributes that will make you the best choice to fill this superintendent vacancy and help ensure success in this particular position.

PROFESSIONAL ORGANIZATIONS:

List 6 professional organizations that you are currently a member of or affiliated with. *(More may be listed on your resume.)*

Name of Organization



PROFESSIONAL REFERENCES:

List 3 people who have supervised your work or are most familiar with your professional skills as an educator.
 (More may be listed on your resume.)

NAME	TITLE	ADDRESS	PHONE #
			/ /
			/ /
			/ /

COMMUNITY REFERENCES:

List 2-3 people in the community who are most familiar with your community involvement and character.
 (More may be listed on your resume.)

NAME	TITLE	ADDRESS	PHONE #
			/ /
			/ /
			/ /

REFERENCE LIMITATIONS:

Do you have any concern at this time about us calling any of the references listed above? If so, please indicate in the space provided: Yes No

Concern:



EDUCATION PHILOSOPHY AND BELIEFS:

Please briefly describe in the box below your educational philosophy and beliefs about teaching and learning and the purpose of our schools. (Limit 1 page)

QUALIFICATIONS AND LEADERSHIP CRITERIA SPECIFIC TO THIS POSITION

Polk School District has adopted the following leadership criteria to be used in evaluating candidates for the position of superintendent of schools. Please indicate in the box below each criterion, how you meet each one:

Candidates must possess or be eligible for all certifications, licenses, or credentials necessary to obtain and hold the position of Superintendent of Schools in the state of Georgia. Eligibility information may be found at www.gapsc.com or call the Georgia Professional Standards Committee at 1-800-869-7775.

COMMENTS:

- All candidates must have 3-5 years’ experience as a school principal or central office administrator.

COMMENTS:

- Doctorate degree (Ph.D. or Ed.D.) is preferred, but not required.

COMMENTS:



Be of good moral character nor ever convicted of a felony (moral turpitude). * (* Required by law)

COMMENTS:

Not have an immediate family member serving on the Polk School District Board of Education or employed as an administrator in the school district after July 1, 2009. * (* Required by law)

COMMENTS:

Proven record as a successful superintendent, central office administrator, principal, or similar executive level position.

COMMENTS:

Proven knowledge and skills in the administration of an organization with multiple employees, excellent communication skills, effective interpersonal skills, and fiscally responsible.

COMMENTS:

High expectations of staff, students, and community stakeholders.

COMMENTS:

Must possess high ethical and moral standards and expect it of others.

COMMENTS:

Must be a team-builder who empowers, motivates, and inspires others.

COMMENTS:



PERSONAL AFFIRMATION:

- Do you have a relative on the Polk School District City Board of Education, or have a relative who has been employed in the district as an administrator, since July 1, 2009? Yes No
- Do you agree and consent to a background check to be conducted, and agree to hold harmless the school district, and all employees, officials, consultants, and representatives of these entities, from all claims for libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims? Yes No
- Have you ever had an adverse action taken against your teaching certificate or professional license or credential by a licensing board or state agency? Yes No
- Are you currently involved in any lawsuit with a current or previous employer? Yes No
- Are you currently, or have you ever been the subject of an investigation involving sexual misconduct or physical harm to a child or sexual misconduct with a fellow employee? Yes No
- Have you ever been charged or convicted of a felony, pled guilty, or plea bargained to a lesser offense, that involved moral turpitude, sexual misconduct, child abuse, drug use, theft of property, ethics violations, or any other felony? Yes No
- Have you ever received a less than honorable discharge from any branch of the armed services? Yes No

By signing below, I am affirming that all information in the above application is true and correct. I understand that knowingly or unknowingly providing false information may automatically disqualify me as a candidate for this and any other position in the future. I also give permission to Polk School District Board of Education or the school district to use any and all information contained in this application, as well as, the entire application packet, to evaluate my qualifications for the position applied for.

Signature of Applicant: Date: / /

Signature of Applicant (Handwritten or Electronic): _____