

**APPLICATION FOR SUPERINTENDENT OF SCHOOLS  
EDINBURGH COMMUNITY SCHOOL CORPORATION**

Remit to: Dr. Betty Poindexter  
Universities Search Team  
902 West New York Street, Suite 3136  
Indianapolis, IN 46202

Edinburgh Community School Corporation does not discriminate in hiring or employment on the basis of race, color, gender, age, handicap, religion or national origin. No question on this form is intended to secure information to be used for such discrimination.

**BACKGROUND INFORMATION** (Please type or print)

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

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

Present Position \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

Student Enrollment \_\_\_\_\_

Employees Certified \_\_\_\_\_ Non-Certified \_\_\_\_\_

Annual School Budget \_\_\_\_\_

**REFERENCES:** Please list the names of five (5) persons who know your professional background and qualifications. These should include school board members, university professors, members of the community.

\_\_\_\_\_  
Name & Position Address Office Phone Home Phone

\_\_\_\_\_  
Name & Position Address Office Phone Home Phone

\_\_\_\_\_  
Name & Position Address Office Phone Home Phone

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Name & Position Address Office Phone Home Phone

\_\_\_\_\_  
Name & Position Address Office Phone Home Phone

# PROFESSIONAL EXPERIENCE

## Undergraduate:

Institution	Dates Attended	Major/Minor	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Graduate:

Institution	Dates Attended	Major/Minor	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Additional Educational Preparation: (including specialized seminars, workshops, etc.)

Institution	Dates Attended	Major/Minor	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Certificates Held: (Type and State)

\_\_\_\_\_

\_\_\_\_\_

## Professional Experience and/or Employment Record: (Please list most recent first)

Position	Organization	Size	Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

## **PROFESSIONAL EXPERIENCE**

*Please answer questions on a separate piece of paper and attach.*

1. List in strength priority the talents and skills you possess as a successful superintendent.
2. Briefly identify your three most significant professional accomplishments (include appropriate dates).
3. What is the most important function in a school system; and as a superintendent, how do you achieve it?
4. As superintendent, what do you do to maximize student achievement?
5. What are the sources for educational practice, change, and innovation?
6. Describe your philosophy for:
  - a) Curriculum Development
  - b) Fiscal Management
  - c) Extra Curricular Activities
  - d) Continuous Improvement
  - e) Certified Professional Development
7. Describe your management style.
8. Please list three professional organizations in which you have been most active. Indicate offices held and responsibilities.
9. Please list three community leadership activities in which you have been most active and indicate the nature of the activities and their community impact.
10. In what area(s) do you feel least qualified?
11. Please write, in your own handwriting, a one or two page statement listing any unique qualifications which may distinguish you from other candidates for this position.

**Should this application be treated as confidential with regard to your present employer?**

**Yes**

**No**

## PROFESSIONAL EXPERIENCE

- Yes  No 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
- Yes  No 2. Have you even been reprimanded, disciplined, discharged, or asked to resign from a prior position?
- Yes  No 3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- Yes  No 4. Have you ever been charged with or investigated for physical sexual abuse of another person?
- Yes  No 5. Have you ever been charged with, plead guilty or "no contest" to, or been convicted of, any crime involving sexual abuse or any person or any other crime of moral turpitude?
- Yes  No 6. Have you ever been convicted of a misdemeanor and/or felony or ever entered a plea of guilty or a plea of "no contest", or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for a crime?
- Yes  No 7. If selected for interview, will you consent to Edinburgh Community School Corp. obtaining a credit history report?

If you have answered yes to any of the first six questions, please explain on a separate paper including the date of the incident, charge, any court action taken, the offense in question, and the address of any court involved.

## AUTHORIZATION AND RELEASE

I authorize the Edinburgh Community School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history", possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers, or local, state, or federal agencies to provide the Edinburgh Community School Corporation any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Edinburgh Community School Corporation, its officials, employees, trustees, or agents, or against any individual, corporate, and/or agency provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

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Signature

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Date

## APPLICATION PROCEDURE

1. Completed application and supporting materials must be mailed to:  
Dr. Betty Poindexter  
Universities Search Team  
902 West New York Street, Suite 3136  
Indianapolis, IN 46202
  
2. The following should be submitted:
  - A letter of application
  
  - A completed application, including the response to Superintendent Question”
  
  - A current resume
  
  - College or University placement credentials
  
  - A copy of a valid Indiana Superintendent’s License, or a letter of eligibility from the state licensing board
  
  - At least three current letters of recommendation – written in 2006
  
3. Completed application and supporting materials must be submitted by screening date.
  
4. The screening process will begin April 5, 2007