



Application for the Position of Superintendent

Orange County Public Schools

Orange County, Virginia

1. Full Name:

(Last)

(First)

(Middle)

1. Home
Address

(Street)

(City)

(State)

(Zip)

Telephone Number- () _____

2. Business
Address

(Street)

(City)

(State)

(Zip)

Telephone Number- () _____

Social Security Number: _____

3. Preferred Mailing Address: Home: _____ Business: _____

4. Present Position: _____

5. School District or Organization: _____

6. If a School District, please provide the following information:

Size of District's Annual Operating Budget \$ _____ No. of Teachers: _____

Number of Nonlicensed Staff: _____ Number of Admin./Supervisory Personnel: _____

Current Pupil Enrollment: _____

7. If other than a School District, please provide the following information:

Size of Budget for Which Responsible: \$ _____ Number of Employees: _____

Number of Persons Reporting to You Personally: _____

8. Employment History: *Please list in reverse chronological order all full-time positions held.*

<u>Organization</u>	<u>Position</u>	<u>Salary</u>	<u>From/To</u>	<u>Years</u>	<u>Size of Unit</u>
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Total No. of Years _____

Please attach an additional sheet to complete, if necessary.

9. Professional Preparation: *Please list both undergraduate and graduate matriculation in chronological order.*

<u>Institution</u>	<u>Location</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date of Degree</u>
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Are you currently on the Superintendent Eligibility List in the Commonwealth of Virginia? YES [] NO []

If not, are you eligible for licensure as a superintendent in the Commonwealth of Virginia? YES [] NO []

If you are in doubt about your status, contact the Office of Teacher Licensure, State Department of Education, PO Box 2120, Richmond, VA 23218-2120 or call (804) 225-2022.

Please attach an additional sheet to complete, if necessary.

10. Professional Memberships: *Please list names of organizations and approximate length of membership.*

Please attach an additional sheet to complete, if necessary.

11. Community and Civic Memberships:

Please attach an additional sheet to complete, if necessary.

12. Honors and Awards:

Please attach an additional sheet to complete, if necessary.

13. Personal Publications: *Please attach a list of the most significant and relevant books or articles you have written and had published.*

14. Areas of Highest Demonstrated Competence: *Please rank in order of competence (from 1-15 with 1 being the highest) based upon your experience or specialization in undergraduate and graduate preparation.*

- | | |
|------------------------------|--------------------------------------|
| _____ Adaptability | _____ Assessments (SOL and NCLB) |
| _____ Business Management | _____ Public Relations |
| _____ Community Relations | _____ Staff Development |
| _____ Comprehensive Planning | _____ Superintendent/Board Relations |
| _____ Curriculum/Instruction | |
| _____ Employee Relations | _____ Other (Specify Below) |
| _____ General Administration | |
| _____ Management of Decline | _____ _____ |
| _____ Management of Growth | _____ _____ |
| _____ Personnel Management | |

Please attach an additional sheet if you wish to elaborate..

15. Using a separate sheet of paper, please discuss why you would like to be Superintendent of the Orange County Public Schools and the special talents you would bring to the position.

16. References: *Please list the names of not less than four (4) persons who are most familiar with your work and qualifications.*

Name	Position	Present Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

17. Information about this position vacancy was received from:

(Name)

(Address)

I have requested a copy of my credentials from:

My signature below authorizes the school division to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and information from other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school division and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agency, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Virginia or other State Department of Social Services Child Protection Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers to statements on this application in the knowledge that they may be relied upon in considering my application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school division.

18. Signature: _____

Date: _____

Completed applications and all supporting materials must be received by April 1, 2005
Please address completed applications to:

Delores C. Darnell
Orange County School Board Personnel Committee
PO Box 896
Culpeper, VA 22701

Orange County Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Reasonable accommodation will be provided to applicants with disabilities upon request.

For Office Use Only

Date Application Received _____ Transcripts Received _____
Acknowledge _____ Credentials Received _____
Reference Requested _____ References Received _____