

NON-DISCRIMINATION NOTICE FOR EMPLOYEES AND APPLICANTS FOR EMPLOYMENT: Dutchess BOCES does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, or other characteristic protected by federal or state law in its programs and activities, including but not limited to recruitment and appointment of employees, employee pay and benefits, and other terms and conditions of employment. Dutchess BOCES provides equal access to the Boy Scouts of America and other designated youth groups.



An Invitation to Apply for the Position of
**Executive Officer &
 District Superintendent
 of Schools**

Application

Providing Educational Leadership Through
 Service, Solutions And Savings
www.dcboces.org

PLEASE MAIL THE MATERIALS LISTED BY THE ANNOUNCED DUE DATE TO:

Rockland BOCES
 c/o Dr. Mary Jean Marsico, Search Consultant
 65 Parrott Road
 West Nyack, New York 10994
 Email: SupSearch@rboces.org

- Letter of interest
- Completed application
- Resumé
- Placement folder
- Academic transcripts
- Copies of administrative certificate(s)

Dutchess County Board of Cooperative Educational Services
 5 BOCES Road • Poughkeepsie, New York 12601
 ph: 845.486.4800 • fax: 845.486.4981 • www.dcboces.org

Application

Position of District Superintendent | Dutchess BOCES, Poughkeepsie, NY

PERSONAL INFORMATION

Last Name, First, Middle _____
 Home Address City/State/Zip Phone _____
 Email Address _____
 Work Address City/State/Zip Phone _____
 Present Employer _____ Title _____
 Number of Employees _____ Budget _____
 Current Salary _____ Number of people reporting directly to you _____

EDUCATIONAL & PROFESSIONAL PREPARATION

Graduate Institution(s) Address Major/Minor Degree/Date _____
 Graduate Institution(s) Address Major/Minor Degree/Date _____
 Undergraduate Institution(s) Address Major/Minor Degree/Date _____
 Undergraduate Institution(s) Address Major/Minor Degree/Date _____

CERTIFICATES & LICENSES

Title of Certificate or License/Date Issued/Expiration Date/Valid in State of:

EMPLOYMENT HISTORY

List all experience beginning with your most recently held position.
 Include both school and non-school experience and any military service.

Institution / Title of Position / Years From-To:

- Yes** **No** Are you legally eligible for employment in the U.S.? Employment is contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States.
- Yes** **No** Have you ever been convicted of, pled guilty or “no contest” to, a crime or other offense (do not include arrests without convictions, or convictions or incarcerations for which the records have been sealed or expunged)?
If Yes, please list the date and nature of the offense: (A conviction record is not an absolute bar to employment).
- Yes** **No** Have you ever been dismissed or asked to resign from any position (other than staff reduction layoffs)?
- Yes** **No** Have you ever resigned from a position to avoid the effects of a denial of tenure?
- Yes** **No** Have you ever resigned as an alternative to facing any type of charges or dismissal?
- Yes** **No** Have you ever been the subject of a Part 83 notification to the State Education Department?
- Yes** **No** Have you ever been subject to a 3020-a disciplinary proceeding?
- Yes** **No** Have you ever had any professional certificate or license denied, revoked, or suspended by any government agency?
- Yes** **No** Did you ever receive a discharge from the Armed Forces of the United States which was other than “honorable” or which was issued under other than honorable circumstances?

If yes to any of the last seven questions, attach an explanation to this application.

BACKGROUND INFORMATION & REFERENCES

Please list a minimum of five professional references. This must include a reference from each of your last five employers and your most recent supervisor (i.e. BOE president if you were a superintendent) or administrator, even if letters from these individuals are included in your placement folder.

Name _____
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 Phone/Email _____

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RELATED PROFESSIONAL EXPERIENCE

Publications, committee chairmanships or memberships, innovations, elected/leadership positions held, community service, etc.

HONORS AND DISTINCTIONS

ESSAY QUESTIONS

Please answer the following questions and include with this application:

1. Please list three accomplishments in your professional career of which you take the greatest satisfaction and why you do so.
2. Please explain why the Dutchess BOCES District Superintendent position interests you, what special qualities you have to offer, and what it is from your experiences as a school administrator that would match well with the educational leader of this BOCES and expectations as are described in the brochure.

MUST BE READ BY ALL APPLICANTS: I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application or omissions of fact called for during the hiring or interview process may be grounds for disqualification from further consideration or for subsequent dismissal from employment if I am hired. I also agree to notify Rockland BOCES/Dutchess BOCES of any material changes in the information provided in this application. I hereby consent to have Rockland BOCES/Dutchess BOCES contact anyone it deems appropriate to investigate or verify any information I have given or to discuss my background, past performance, or suitability for employment. I understand that I may be asked to authorize Rockland BOCES/Dutchess BOCES to obtain/review a credit history report as a condition of my application. Further, I hereby authorize my former employer(s), reference(s), and any other individual or organization to provide information solicited by Rockland BOCES/Dutchess BOCES and I hereby release and discharge each of the above, including Rockland BOCES/Dutchess BOCES, from any liability of any kind or nature and waive all rights to bring any action for defamation, invasion of privacy, or any similar cause of action against anyone contacted as a result of what he or she may say about me. I further understand that I must be a resident of New York State to be selected for this position.

Applicant’s Signature _____

Date _____