



# Port Jervis

CITY SCHOOL DISTRICT

Port Jervis, New York

## Application for Appointment as Superintendent of Schools

Please complete the application (do not indicate "see attached resume") and forward with your letter of interest and all supporting materials by December 20, 2017 to:

### William J. Hecht, District Superintendent

Consultant, Port Jervis City School District  
Orange-Ulster BOCES  
53 Gibson Road  
Goshen, NY 10924-9777

### I. PERSONAL INFORMATION:

\_\_\_\_\_  
(Last Name) (First) (Middle)

\_\_\_\_\_  
Home Address: Number and Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Mobile Telephone

### II. PRESENT POSITION:

\_\_\_\_\_  
School/Business

\_\_\_\_\_  
Business Address: Number and Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Business Telephone

Length of Time in Present Position: \_\_\_\_\_

Present Salary: \_\_\_\_\_

Length of Current Contract: \_\_\_\_\_

Number of Certified Staff: \_\_\_\_\_

Number of Classified Staff: \_\_\_\_\_

Number of Students: \_\_\_\_\_

School District Annual Budget: \_\_\_\_\_



**V. PROFESSIONAL ORGANIZATIONS AND OFFICES HELD:**

Organization	Office	From/To

**VI. HONORS, AWARDS, ACCOMPLISHMENTS, PUBLICATIONS, MAJOR ADDRESSES:**

Award/Contribution	Location	Date

**VII. COMMUNITY ACTIVITIES:**

List any significant memberships or activities in community or civic organizations:

Activity	Organization	Office	From/To

**VIII. REFERENCES:**

Name	Title	Address	Office Telephone#	Home Telephone#
------	-------	---------	-------------------	-----------------

---

---

---

---

Limitations on Contact of References: \_\_\_\_\_

---

I have requested that my confidential file be forwarded from: \_\_\_\_\_

---

I certify that the information listed on this application is accurate and true.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## EQUAL OPPORTUNITY EMPLOYER

**WRITING SAMPLE:**

Please submit your responses on a separate sheet of paper and attach to the completed application.

1. Describe the leadership skills you possess that will benefit the Port Jervis City School District.
2. Please describe your entry plan if you are selected as the successful candidate for Superintendent of Schools for the Port Jervis City School District.

A response to the following questions is required:	YES	NO
Have you ever resigned from a position rather than face disciplinary action?		
Has any disciplinary action been brought against you which resulted in your being discharged from employment?		
Have you ever been convicted of any crime (felony or misdemeanor)?		
Have you ever had a teaching credential revoked, suspended, or annulled?		
Have proceedings ever been initiated against you pursuant to New York State Education Law §3020a or similar Laws in any other State?		

If you answered **YES** to any of the questions above, please provide, on a separate sheet of paper with your name and the position and district to which you are applying, the specifics or an explanation for the response. If you elect not to provide the 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.

I \_\_\_\_\_ hereby give Orange-Ulster BOCES on behalf of the Port Jervis City School District permission to conduct a background investigative check pertaining to my credit, employment, certification, criminal and/or motor vehicle record.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Name			
Home Address		County	
Employment Address		County	
Social Security #			
Driver's License #			

Question: Where did you find out about this opportunity? (i.e. newspaper, online) \_\_\_\_\_

**IMPORTANT NOTE: This document cannot be submitted electronically. Please submit as directed.**