

APPLICATION

For the Position of
SUPERINTENDENT OF SCHOOLS
Herkimer Central School District

The Herkimer Central School District is an Equal Opportunity Employer.

Sandra R. Sherwood, District Superintendent
Herkimer-Fulton-Hamilton-Otsego BOCES
352 Gros Boulevard
Herkimer, NY 13350

Application and materials are due by 4:00 PM, March, 14, 2022.

Applicants are requested not to contact members of the Herkimer Board of Education.

Personal Information

Date:

Name:

Home Address:

Home Phone: E-mail:

Present Employer:

Work Address:

Work Phone: E-mail:

Title:

School District Enrollment:

School District Budget:

Total Number of Employees:

Education and Professional Preparation

Graduate Institutions	Address	Major	Degree/Date
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Undergraduate	Address	Major	Degree/Date
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Employment History

1.

Organization & Location:

Position: Size of District/Building:

Name of Direct Supervisor: Phone:

Dates of Employment: From: To:

2.

Organization & Location:

Position: Size of District/Building:

Name of Direct Supervisor: Phone:

Dates of Employment: From: To:

3.

Organization & Location:

Position: Size of District/Building:

Name of Direct Supervisor: Phone:

Dates of Employment: From: To:

4.

Organization & Location:

Position: Size of District/Building:

Name of Direct Supervisor: Phone:

Dates of Employment: From: To:

Are you a United States citizen?

Have you ever been convicted of a crime?

Have you ever been dismissed or asked to resign from any position?

If yes to either of the last two questions, attach an explanation to this application.

References

Please provide four professional references who are familiar with your work history.

Name:

Address:

Title:

Phone:

Name:

Address:

Title:

Phone:

Name:

Address:

Title:

Phone:

Name:

Address:

Title:

Phone:

Philosophy Statements/Writing Samples

Respond to the statements below in the manner, style, and technique of your choosing. Use the space provided or forward an additional text or PDF document. Your responses should allow you an opportunity to share many of your thoughts and your philosophies as you enter the application process for the Superintendent of the Herkimer Central School District.

1. What do you feel are the three most important responsibilities of a superintendent? What strengths and weaknesses do you possess that will contribute to or detract from your effectiveness in this role?

Philosophy Statements/Writing Samples (continued)

2. Based upon your knowledge of the Herkimer Central School District, describe how your qualifications and professional and personal characteristics match the needs of our school and community, followed by why you want to be the Superintendent of the Herkimer Central School District?

I hereby affirm that the information provided on this application and accompanying resume materials is true and complete to the best of my knowledge. I acknowledge that any false or misleading information, or significant omissions, may disqualify me from further consideration from employment, or be considered grounds for dismissal if investigated and/or discovered at a later date. I authorize the Herkimer Central School District to investigate and obtain copies of records relating to my employment history, credit record, and education, and to investigate any other information provided in connection with this application. I agree to cooperate in such investigation. I authorize all former employers, credit agencies and educational institutions to provide job-related information to the Herkimer Central School District. I release them and the Herkimer Central School District from all liability for supplying or requesting such information as part of such an investigation.

Signature of Applicant

Current Date

The Herkimer Central School District is proud to be in compliance with Title IX and Section 504 and is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, disability, or any other legally protected status.

**Please save your application as a .pdf file and submit all materials via email to
Shawn Maxson at smaxson@herkimer-boces.org**