



Application for Principal of Bangor Area High School

Bangor Area School District

To be considered as an applicant for the position of Bangor Area High School Principal, this application must be completed in its entirety and returned by August 19, 2011.

DIRECTIONS

1. Please complete this brief information sheet in addition to sending us your resume and letter of interest.
2. Please ask your graduate school to send us a set of your placement credentials.
3. Attach photocopies of all teaching and administrative certifications.
4. All materials should be in our hands by August 19, 2011. Mail materials to:

Dr. Charlene M. Brennan, Search Consultant
Bangor Area School District High School Principal Search
Colonial Intermediate Unit 20
6 Danforth Drive, Easton, PA 18045-7899
cbrennan@ciu20.org

Background Information

Last Name	First Name	Middle Name
Home Telephone		
Home Address		
Present Position		
Business Telephone		Email Address
Pupil Enrollment	Present Salary	
Do you have or are you eligible to receive a Principal's Certification in the Commonwealth of Pennsylvania?		

Professional Experience (Start with most recent experience)

Title	Employed from/to	School District	Enrollment

Attach additional pages, if necessary.

Educational Background (In reverse chronology)

Name and Location of Institution	Degree Earned

Attach additional pages, if necessary.

Salary Considerations

Salary expected for this position _____

Professional Certification

Name of Certificate	Field	State

Attach additional pages, if necessary.

Professional Organizations (list only those in which you are currently engaged) and Activities

References

Name	Position	Address	Telephone

Signature of Applicant Giving Permission to Contact These References: _____

Responses to the following should be attached to the application form. Part I should be in your own handwriting. Parts II and III may be typed or printed. Place each part on a separate sheet, clearly identified. One page maximum for each question.

- Part I:** Biographical Sketch—Please write a personal biographical sketch. Include items such as: community activities - review of present duties and responsibilities; awards and honors - professional activities; articles published - other supplemental information about yourself or your career.
- Part II:** What do you believe is the major issue facing today's high schools and why?
- Part III:** What do you think are the three most important characteristics/abilities a person must possess to be a successful Principal? What would your staff say about you regarding these three areas?

GENERAL BACKGROUND INFORMATION

You must give complete answers to all the questions. If you answer "Yes" to a question, you must list all offenses, and for each conviction provide a date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions, which have been expunged by a court.

<p>Were you ever convicted of a criminal offense?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Have you ever forfeited bond or collateral in connection with a criminal offense?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from any agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Committee.

Are you subject to any visa or immigration status which would prevent lawful employment? Yes No

Are you a veteran? Yes No

Note: If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant **MUST** submit the ORIGINAL report prior to employment.

ACT 114 COMPLIANCE (FBI Federal Criminal History Clearance)

Each candidate must complete a request for an FBI Federal Criminal History Clearance. Applicants must register at <https://www.pa.cogentid.com>. Click on Pennsylvania Department of Education and follow the instructions to complete a request for the clearance. Applicants will be required to submit their Registration ID number from Cogent systems on request so that the district may review the record.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant **MUST** submit the ORIGINAL report prior to employment.

Note: It is the responsibility of the candidate to verify eligibility for certification as a Secondary Principal in Pennsylvania by contacting the Pennsylvania Department of Education, Bureau of Certification, 333 Market Street, Harrisburg, PA 17126-0333, (Telephone: 717-772-4737).

Bangor Area School District is an Equal Opportunity Employer

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct without omissions of any kind to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the biographical sketch and other essay questions to which I've responded. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, (3) terminating my employment. I agree that the Bangor Area School District and/or the search consultant shall not be held liable in any respect if my employment is terminated because of false statements, answers, or omissions made by me in this application.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the Colonial Intermediate Unit 20, the Bangor Area School District, and/or the search consultant may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district and/or the search consultant. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries, which would include information related to any medical condition or medical history.

The prospective applicant must be able to perform the essential job functions with or without reasonable accommodations. It is the responsibility of the applicant to inform the search consultants of any and all reasonable accommodations that will be required. The applicant also should make known any and all accommodations needed to complete the application process.

I acknowledge that I will be required to comply with all district policies, including **pre-employment drug testing**.

Date

Signature of Candidate