



Randolph Academy
Union Free School District
 336 Main Street
 Randolph, NY 14772
 www.randolphacademy.org

Application for
SUPERINTENDENT OF SCHOOLS
 of the Randolph Academy Union Free School District

The Randolph Academy UFSD is an equal opportunity/affirmative action employer

INSTRUCTIONS FOR APPLYING: Please send a letter of interest outlining your qualifications, resume, along with this completed and signed application form. The application should also include a minimum of four (4) professional letters of recommendation, an updated college placement folder and college transcripts, and a copy of your NYS SDA/SDL certificate. Please forward everything to the following address no later than March 19, 2021.

Scott E. Payne, District Superintendent
 CABOCES - 1825 Windfall Road, Olean, NY 14760

Personal Information

NAME _____

Last Name	First Name	Middle
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Other name(s) _____
 (Please provide any additional information regarding maiden name, change of name)

HOME MAILING ADDRESS

Street	City/State/Zip Code	Telephone Number
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PRESENT POSITION

Name of Institution	Job Title	School District Enrollment
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City/State/Zip Code	Business Number
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Annual Budget	Personnel Responsible to You	No. of Teachers/Others
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- Are you a citizen of the U.S.A.? Yes No
 If no, are you legally authorized to remain and work in the U.S.A.? Yes No
- Have you ever served in the United States Armed Forces? Yes No
 If yes, list branch _____ Dates of Service _____ to _____.
 If yes, did you receive an honorable discharge? Yes No
If no, please explain on a separate sheet. A dishonorable discharge is not an absolute bar to employment; other factors will affect the decision.
- Have you ever been convicted of a crime? Yes No
If yes, please explain on a separate sheet.
- Are any criminal charges or proceedings against you pending? Yes No
If yes, please explain on a separate sheet.
- Have you ever been the subject of a report for child abuse, maltreatment, or neglect? Yes No
If yes, please explain on a separate sheet.
- Have you ever been released from employment, asked to resign from employment, and/or denied permanent status/tenure? Yes No
If yes, please explain on one of the additional pages at the end of this application.
- Are you a relative of any board member, administrator, or other employee of the school district to which you are applying? Yes No
 If yes, Name _____ Position _____ Relationship _____

CERTIFICATION (List All Certificates)

TITLE OF CERTIFICATE	CERTIFICATE NUMBER	VALID IN STATE OF	DATE ISSUED	DATE EXPIRES

PROFESSIONAL PREPARATION

UNDERGRADUATE

INSTITUTION	LOCATION	DATES	NATURE OF STUDIES Major/Minor	DIPLOMA/DEGREE	DATE GRANTED

GRADUATE

INSTITUTION	LOCATION	DATES	NATURE OF STUDIES Major/Minor	DIPLOMA/DEGREE	DATE GRANTED

SUMMARIZE GRADUATE WORK BEYOND THE HIGHEST EARNED OR GRADUATE WORK NOT LEADING TO A DEGREE

INSTITUTION	LOCATION	DATES	INDICATE MAJOR CONCENTRATIONS	CREDITS	ADDITIONAL INFORMATION

RELATED PROFESSIONAL EXPERIENCE

(Educational travel, lectures, addresses, publications, scholastic honors, professional/organizational memberships, committee chairs or memberships, participation in educational experiments, innovations, special programs, elective positions held, community and social services, scouting, recreation etc.)

WORK EXPERIENCE BASED ON CERTIFICATE/LICENSE

DATES EMPLOYED	EMPLOYER'S NAME AND ADDRESS	NATURE OF POSITION	REASON FOR LEAVING

OTHER WORK EXPERIENCE

DATES EMPLOYED	EMPLOYER'S NAME AND ADDRESS	NATURE OF POSITION	REASON FOR LEAVING

PHILOSOPHY STATEMENTS/WRITING SAMPLES

You may respond to the statements below in the manner, style and technique of your choice. Please attach your reply on a sheet of 8 1/2" x 11" paper.

What is your view of the role of the Superintendent of Schools?

PERSONAL REFERENCES

Provide at least four (4) references. These references should be people qualified to provide information describing your abilities for the position of Superintendent of Schools.

NAME	TITLE	ADDRESS	TELEPHONE

INDEMNIFICATION

I hereby certify that the above information, together with any additional information furnished in conjunction with this application, is furnished for the purpose of gaining employment, and is true to the best of my knowledge and belief. I understand that such information shall be the basis of me being considered for employment, and that false statements may result in my application not being considered or my dismissal from future employment.

Authorization is hereby given to Randolph Academy Union Free School District to obtain reference checks from any of the named sources in this application and the sources to release information if requested by Randolph Academy Union Free School District.

I understand that the school district will be making an extensive inquiry regarding my background and experiences and I hereby release from any liability anyone giving information regarding me, whether specified in my application or not, so long as the information given is relevant to the duties for which I have applied. I understand that the information gathered, in part or whole, may be shared with members of the school district involved in the search process. I further understand that all information gathered by you regarding my application will be the property of the school district and will not be released to me unless required by federal or state statutes or regulations.

The Randolph Academy Union Free School District, in compliance with Title IX of the Education Amendments of 1972 and Regulation 504 of the Rehabilitation Act 1973, does not discriminate on the basis of race, creed, color, gender, age, national origin, disability, gender identity or expression, genetic information or testing, veteran status, sexual orientation or other protected class per law.

↑ **Signature of Applicant**

Date

*Willful misrepresentation of an actual fact may result in dismissal of applicant hired or retained by the school district.
An equal opportunity/affirmative action employer.*

The Randolph Academy Union Free School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.