# Application for the position of **Superintendent Duanesburg Central School**



## **GENERAL DIRECTIONS**

Submit completed application form and materials requested below postmarked no later than **JANUARY 3, 2024** to: Sharon Kisby, Capital Region BOCES, 900 Watervliet-Shaker Road, Albany, New York 12205.

- A. Cover letter
- B. Resumé
- C. All certificates. (Candidates must hold or be eligible for New York State School District Administrator certificate.)

### PERSONAL INFORMATION

| Last Name                        | First      | Middle     |  |
|----------------------------------|------------|------------|--|
| Home Phone                       | Cell Phone |            |  |
| E-mail                           |            |            |  |
| Home Address                     |            |            |  |
| Town/City                        |            |            |  |
| Present Position                 |            |            |  |
| Name of District or Organization |            | Enrollment |  |
| Employer Address                 |            |            |  |
| Town/City                        |            |            |  |
| Type of Certificates Held        |            |            |  |

## **EMPLOYMENT HISTORY**

List all career experience in reverse chronological order beginning with your present position. Please include both school and non-school experience. Use an additional page if necessary.

| Institution and Location | Position | Date of Employment | Years |
|--------------------------|----------|--------------------|-------|
|                          |          |                    |       |
|                          |          |                    |       |
|                          |          |                    |       |
|                          |          |                    |       |

application continued on next page

#### **PROFESSIONAL PREPARATION**

| Undergraduate                        | Institution and Location   | Major/Minor                           |                         | Degree               |                    |  |            |        |  |
|--------------------------------------|--|---------------------------------------|-------------------------|----------------------|--------------------|--|------------|--------|--|
| Graduate                             | Institution and Location   | Major/Min<br>                         | or                      | Degree               |                    |  |            |        |  |
| REFERENCES                           |  |                                       |                         |                      |                    |  |            |        |  |
| List at least five pro               | fessional references   |                                       |                         |                      |                    |  |            |        |  |
| Name                                 |  | Title                                 |                         |                      |                    |  |            |        |  |
| Present Address                      |  | Home/Business Phone                   |                         |                      |                    |  |            |        |  |
| Name                                 |  | Title                                 |                         |                      |                    |  |            |        |  |
| Present Address                      |  | Home/Business Phone                   |                         |                      |                    |  |            |        |  |
| Name Present Address Present Address |  | Title<br>Home/Business Phone<br>Title |                         |                      |                    |  |            |        |  |
|                                      |  |                                       |                         |                      | Name               |  |            | Titla  |  |
|                                      |  |                                       |                         |                      |                    |  |            |        |  |
|                                      |  |                                       |                         |                      | Have you ever beer | found guilty of professional misconduct in | any state? | Yes No |  |
| Have you ever had a                  | a teaching/administrative certificate revoke   | d or suspend                          | ed? Yes No              |                      |                    |  |            |        |  |
| Have you ever beer                   | denied tenure? Yes No  |                                       |                         |                      |                    |  |            |        |  |
| (other than minor tr                 | a convicted of or pled guilty to a criminal vie<br>affic violations)? <b>Yes No</b><br>above questions, explain: |                                       | -                       |                      |                    |  |            |        |  |
| Are you a citizen of                 | the United States? Yes No  |                                       |                         |                      |                    |  |            |        |  |
| I hereby affirm t                    | hat the statements made in this appli  | cation are t                          | rue to the best of my k | nowledge and belief. |                    |  |            |        |  |
| SIGNED                               |  |                                       |                         | DATE                 |                    |  |            |        |  |

Duanesburg Central School District does not discriminate on the basis of Age, Race, Color, National Origin, Religion, Disability, Sexual Orientation, Gender Identification, Gender Expression, Transgender Status, Sex, Marital Status, Domestic Violence Status, or Genetic Predispositions in employment or any of its programs and/or activities which it offers or operates, as it is required to do by the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.