

PHOENIX CENTRAL SCHOOL DISTRICT
Phoenix, New York 13135
ADMINISTRATOR APPLICATION

Name:		
Position you are applying for:		
Today's date:	Phone #:	
Email address:		
PERSONAL INFORMATION		
Street address:		
City:	State:	Zip Code:
Date of Birth:	SS #:	
	Retirement #:	
	NYTEACH #:	
EDUCATION		
College	Degree / Major	
CERTIFICATION		
	#:	
	#:	
	#:	
	#:	
EXPERIENCE		
1	Employer:	
	Role:	
	Dates employed:	
2	Employer:	
	Role:	
	Dates employed:	
3	Employer:	
	Role:	
	Dates employed:	
4	Employer:	
	Role:	
	Dates employed:	

MEMBERSHIPS AND HONORS		
Name of Organization	Offices Held	Honors
REFERENCES		
Name of Reference	Position	Phone # and email address
HISTORICAL		
1.	Have you ever had credentials revoked, suspended or annulled? YES <input type="checkbox"/> NO <input type="checkbox"/>	
2.	Have you ever been terminated from a position or resigned in lieu of termination? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.	Have you previously applied for a position in the Phoenix Central School District? YES <input type="checkbox"/> NO <input type="checkbox"/>	
PROCESS		
<p>Note on Historical:</p> <ol style="list-style-type: none"> If you answered yes to questions 1 or 2 above, provide on a separate sheet the specifics or an explanation for the response. A yes answer to questions 1 or 2 is not an absolute disqualification to employment. However, these factors combined with all other information collected through the process will be included in the overall assessment towards a final decision. <p>Other notes:</p> <ol style="list-style-type: none"> This application is intended to be completed as a pdf fillable file. When you are complete, please save it as a pdf file and email it, along with your cover letter and résumé, to Robert Edwards at redwards@phoenixcsd.org with a cc: to Carrie Connolly at cconnolly@phoenixcsd.org If you are in need of assistance or have difficulty completing this as a pdf fillable file, please consider printing it and writing your answers. Hard copies can be sent to Robert Edwards, Executive Director of Instruction and Personnel, Phoenix Central School District, 116 Volney St., Phoenix, NY 13135. This application will be kept on file for one (1) year from date submitted. Your typed signature at the bottom of this page is required. In addition to your application please submit a cover letter and résumé The next page is your written statement. It is required. 		
AUTHORIZATION		
<p>I authorize the Phoenix Central School District to inquire, at their discretion, into my professional background and professional experience and hereby release any member or agent of the district from any liability regarding me, whether or not said information is in my application. I further understand that the information that is gathered, in part or in whole, may be shared with members of the school district who are involved in the employment selection process. I further understand that all information gathered regarding my application for employment will be the property of the school district and will not be released to me.</p>		
Signature of Authorization:		Date:

WRITTEN PERSPECTIVE:

In the space provided below, in your own handwriting, write a statement covering: (1) your career goals; (2) your philosophy of education as it applies to the position you seek; (3) the professional and personal attributes you possess that would increase the likelihood of your success while in the position applied for; (4) any other data you feel would be helpful in determining your suitability as an administrator in the position you've applied for.