

Northern Adirondack Central School District  
5572 State Route 11  
Ellenburg Depot, NY 12935

**Application for  
ADMINISTRATOR  
Northern Adirondack  
Central School District**

*The Northern Adirondack Central School District is an equal opportunity/affirmative action employer*

**INSTRUCTIONS FOR APPLYING:** Please send a personal letter outlining your qualifications, along with this completed signed application form including a minimum of five current professional references; a current résumé; three current letters of recommendation, college transcripts, and copy of your NYS SBA or SBL certificate. Please forward all documents to the following address.

**James C. Knight, Jr., Superintendent of Schools  
Northern Adirondack Central School District  
P.O. Box 164  
Ellenburg Depot, NY 12935  
(518) 594-7060 x 2501  
(518) 594-7255 fax**

Applicants are asked not to contact members of the Board of Education except as they may be requested to do so.

**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
Last First Middle  
Other name(s) \_\_\_\_\_  
(Please provide any additional information regarding maiden name, change of name)

**HOME MAILING ADDRESS**

Street City/State/Zip code Telephone Number

**PRESENT POSITION**

Name of Institution/School District Job Title School District Enrollment

City/State/Zip code Business Number Current Salary

Annual Budget Personnel Responsible to You No. of Teachers/Others

Are you a U.S. citizen or eligible to work in the U.S.? Yes  No

Have you ever been convicted of a crime? Yes  No  If yes, please explain \_\_\_\_\_

## 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<br>Major/Minor | DIPLOMA/DEGREE | DATE GRANTED |
|-------------|----------|-------|----------------------------------|----------------|--------------|
|             |          |       |                                  |                |              |
|             |          |       |                                  |                |              |
|             |          |       |                                  |                |              |
|             |          |       |                                  |                |              |

### Graduate

| INSTITUTION | LOCATION | DATES | NATURE OF STUDIES<br>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 |
|-------------|----------|-------|-------------------------------|---------|------------------------|
|             |          |       |                               |         |                        |
|             |          |       |                               |         |                        |
|             |          |       |                               |         |                        |
|             |          |       |                               |         |                        |

### SCHOLASTIC HONORS

### PROFESSIONAL MEMBERSHIPS

## RELATED PROFESSIONAL EXPERIENCE

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

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## TENURE STATUS

Were you ever granted tenure in a public school district or board of cooperative educational services (BOCES) in New York State?      Yes       No

If yes, complete: Tenure Area \_\_\_\_\_ Effective Date \_\_\_\_\_  
 Name and Address of School District Where Tenure was Granted \_\_\_\_\_

**If you answer yes to any of the following four questions, please give specifics on a separate sheet:**

1. Have you ever received a penalty pursuant to Education Law §3020-a or Civil Service Law §75?      Yes       No
2. Have you ever had your certificate revoked?      Yes       No
3. Have you ever received a censure and/or reprimand based on action of the Board of Regents?      Yes       No
4. Have you ever had a contract not renewed?      Yes       No

## 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 |
|----------------|-----------------------------|--------------------|--------------------|
|                |                             |                    |                    |
|                |                             |                    |                    |
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|                |                             |                    |                    |
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## ADDITIONAL INFORMATION

Any additional information you feel would be helpful in the selection process.

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## REFERENCES

List the names of five (5) persons (two of which are not listed in your placement files) who, during the past five (5) years, are knowledgeable as to your educational or other experiences

| NAME | TITLE | ADDRESS | TELEPHONE |
|------|-------|---------|-----------|
|      |       |         |           |
|      |       |         |           |
|      |       |         |           |
|      |       |         |           |
|      |       |         |           |

**Please respond briefly to the following questions:**

Describe your leadership style and philosophy of education.

## 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 Northern Adirondack Central School District and their Search Consultant to obtain reference checks from any of the named sources in this application and the sources to release information if requested by Northern Adirondack Central School District or their Search Consultant.

I understand that the Search Consultant and/or school district will be making an extensive inquiry regarding my background and experience 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 Northern Adirondack Central 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.

↑ Applicant's Signature

Date

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