

# SHIPPENSBURG AREA SCHOOL DISTRICT

## SUPERINTENDENT APPLICATION

Please download, complete, and submit online.

Date: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET

\_\_\_\_\_ CITY STATE ZIP CODE

E-MAIL \_\_\_\_\_ PPID NUMBER OR Last 4 Digits of SS Number \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ Home  Cell  Other  \_\_\_\_\_

SECONDARY PHONE \_\_\_\_\_ Home  Cell  Other  \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_

CERTIFICATION (List all areas in which you hold valid Pennsylvania and/or Out-of-State Certificate)

Area of Certification	Issuing State	Date Issued

**A copy of any certificate must accompany your completed application.**

The Shippensburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender identity, pregnancy, sexual orientation, parental status, ancestry, national origin, marital status, veteran status, political affiliation, or handicap/disability in activities, programs or employment practices as required by Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Age Discrimination Act of 1975, and all other applicable state and federal laws. For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Mrs. Tina M. Clever, Director of Human Resources and Title IX Coordinator, at the District Office of Human Resources at 317 North Morris Street, Shippensburg, PA 17257 or at (717) 530-2700; or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments).

**EDUCATIONAL BACKGROUND**

	School/Institution and Location	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)
High School				
College or University				
College or University				
Graduate Study				
Graduate Study				

**TEACHING OR RELATED WORK EXPERIENCE**

School/Institution	Dates	Nature of Work	Salary

**ADMINISTRATIVE EXPERIENCE**

Employer	Dates	Title and Responsibilities	Salary

**PROFESSIONAL DATA**

(please use separate sheet of paper)

1. What has been your most outstanding contribution during your career?
2. What has been your professional development program for the past three years?
3. List any special qualifications or skills you possess that are relevant to the position of District Superintendent.

**PERSONAL DATA**

List any reasons known to you why you might be unable to consistently and promptly perform any of the duties, with or without reasonable accommodation, for the position which you are applying.

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**PROFESSIONAL REFERENCES**

Name and Occupation	Complete Mailing Address	Phone
1.		
2.		
3.		

**CHILD ABUSE HISTORY CLEARANCES AND STATE AND FEDERAL CRIMINAL BACKGROUND CHECKS**

Applicants must submit the following clearances:

- Pennsylvania Child Abuse History Clearance*
- Pennsylvania State Police Criminal Background Check*
- Federal Criminal History Record*
- Act 24 Form Arrest & Conviction Report*

Please be advised, to maintain confidentiality of the applicant in this search process, the district will not initially require submission of the **COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (Pursuant to ACT 168 of 2014)** form. However, if a candidate is selected for consideration in the final stages of the search process, this form will be required to advance in the selection process.

## GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide 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 a 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 or for which you successfully completed an Accelerated Rehabilitative Disposition program.

As an administrator or Commissioned Officer, have you ever been issued an unsatisfactory evaluation or been suspended without pay? Yes \_\_\_\_\_ No \_\_\_\_\_

As an administrator or Commissioned Officer, have you ever been placed on administrative leave with or without pay? Yes \_\_\_\_\_ No \_\_\_\_\_

As an administrator or Commissioned Officer, have you ever been named as a defendant in a Pennsylvania Human Relations complaint, Equal Employment Opportunity Commission complaint, or any type of state or federal lawsuit? Yes \_\_\_\_\_ No \_\_\_\_\_

As an administrator or Commissioned Officer, have you left employment, separated, resigned, or retired from a public school district, private school, or charter school through the terms of a Separation or Settlement and Release Agreement? 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 an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you now or have you ever been placed on a Professional Improvement Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you ever convicted of a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently under charges for a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

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 \_\_\_\_\_

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

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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.

## CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) withdrawing of any offer of employment, or (2) terminating my employment.

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 Shippensburg Area School District 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. 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. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability. I understand that should an employment offer be made, I may be required to undergo a physical, drug and alcohol screening, as well as any qualification testing deemed necessary by the district in order to establish ability to perform the job.

I agree that I will settle any and all previously unasserted claims, disputes, or controversies arising out of or relating to my application or candidacy for employment, and/or cessation of employment with the Shippensburg Area School District, exclusively by final and binding arbitration before a neutral arbitrator, which will be conducted according to the voluntary labor arbitration rules of the American Arbitration Association. By way of example only, such claims include claims under the federal, state, and local statutory or common law, such as Title VII of the Civil Rights Act of 1964, as amended, including amendments of the Civil Rights Act of 1991; the Americans With Disabilities Act; the Age Discrimination in Employment Act; the Family and Medical Leave Act of 1993; the Fair Labor Standards Act; the Pennsylvania Labor Relations Act; Title IX of the Education Amendments of 1972; the Equal Pay Act; Sections 1981 and 1983 of the Civil Rights Act; the law of contracting and the law of tort.

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Signature of Candidate

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Date

Unless notified otherwise, this application shall be kept on file for one year.

Please e-mail this completed application and all other application materials to:

[Super.App@ship.k12.pa.us](mailto:Super.App@ship.k12.pa.us)

Inquiries about completion of this application may be directed to:

Tina M. Clever, PHR  
Human Resources Director  
Shippensburg Area School District  
317 North Morris Street  
Shippensburg, PA 17257  
717-530-2710  
[Tina.Clever@ship.k12.pa.us](mailto:Tina.Clever@ship.k12.pa.us)