



# Jennings County School Corporation

## Application for Superintendent

### Application Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Present Position/School Corporation: \_\_\_\_\_

Years in This Position	_____	Years in Corporation	_____
Pupils Enrolled	_____	Elementary Schools	_____
Total Certified Staff	_____	Intermediate Schools	_____
Total Classified Staff	_____	Middle/Jr. High Schools	_____
Annual District Budget	_____	Senior High Schools	_____

Do you hold a valid Indiana Superintendent's License? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

*Non-Discrimination Statement - It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, (marital status SHS only), place of residence within the boundaries of the School Corporation, or social or economic background, to learn through the curriculum, programs, or activities offered in this Corporation.*

### Present Contract Relationship

Length of Present Contract \_\_\_\_\_ Expiration Date \_\_\_\_\_ Date Available \_\_\_\_\_

Buy-out Clause \_\_\_\_\_ Current Salary \_\_\_\_\_ Board Paid Annuities \_\_\_\_\_

Life Insurance Face Value \_\_\_\_\_ Travel Allowance. \_\_\_\_\_

Long-Term Disability Yes \_\_\_\_ No \_\_\_\_ Dental Insurance Yes \_\_\_\_ No \_\_\_\_

Vision Insurance Yes \_\_\_\_ No \_\_\_\_ Health Insurance Yes \_\_\_\_ No \_\_\_\_

Other Insurance or Benefits \_\_\_\_\_

## Professional Experience and Employment Record

*(Please list the most recent first)*

Position	Organization	Dates of Employment

## Graduate and Undergraduate Experience

*(Please list the most recent first)*

Institution	Dates Attended	Major/Minor	Degree/Date

## Professional Leadership

*Please list three (3) professional organizations in which you have been most active  
(List offices held, awards, etc.)*

Professional Organization	Offices Held	Responsibilities

## Application for Superintendent Questions

*On a separate sheet, respond to each of the following questions/remarks in 300 words or less.  
Attach your responses to the application*

### SAMPLE QUESTIONS

1. Why do you want to be superintendent of the Jennings County School Corporation? What unique experiences, talents, and skills make you the best candidate?
2. All Jennings County Schools take great pride in community involvement. It is vital that the superintendent be involved in community activities, both district-wide and county-wide. Describe how you will be involved, communicate, and be a leader in both district and county activities and organizations.
3. Our schools have strong, supportive teaching staff. How will you support teachers and encourage teacher retention? Describe this support and how you will be visible, transparent, and an educational leader.
4. Our schools are focused on providing our students with strong academic achievement and developing good productive citizens. Explain how you will assure continued growth in these areas. Provide an example of how you use data to ensure strong academic achievement in your prior experience.

## Additional Application Information

*Please answer the following questions  
(Please list the most recent first)*

**If you answer YES to any of the first five questions, please explain on a separate page. Include the date of the incident, the charge, the court action taken, the offense in question, and the address of the court involved.**

1. Are you presently being investigated or under a procedure or process to consider your discharge for misconduct by your present employer?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a position?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever resigned from a prior position without being asked but under circumstances involving your employer's investigation of your sexual conduct with another person, mishandling of funds, or other criminal conduct?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever pleaded guilty or no contest to or have been convicted of any crime involving sexual abuse of any person or any crime of moral turpitude?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you ever been convicted of a misdemeanor and/or felony or ever entered a plea of guilty or a plea of no contest, or has any court deferred further proceedings with entering a finding of guilty or placed you on probation for a crime?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Are you eligible to work in the United States of America?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## Professional Qualifications and Selection Criteria

- Building-level administration experience required.
- Central office experience preferred
- Strong working knowledge of community relations and willingness to be a visible leader in the community
- Approachable leader with proven ability to motivate highly qualified personnel
- Working knowledge of curriculum, school finance, school law, collective bargaining, and human relations
- Possess the highest personal standards, good morals, ethics, honesty and integrity.

## Notice, Authorization, and Release

I understand that my application will be on file with the **Jennings County School Corporation** for at least three (3) years and that materials accompanying this application become the property of the **Jennings County School Corporation**.

I certify that I have made no misrepresentations or falsifications of these statements, answers, or included documents. I am also aware that should investigations disclose such, my application will be disqualified, my name removed from all

eligible lists, and my future applications will not be accepted. I am also aware that falsification of this application or any accompanying data, may result in dismissal from any position at the **Jennings County School Corporation**.

I authorize any person, agency, partnership, or corporation having any information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with the **Jennings County School Corporation**.

Furthermore, I agree that I have freely signed this document and have a copy of this Authorization and Release, whether it be a photocopy or otherwise and it shall have equal standing and import as if were the original.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submittal Requirements**

*All applicants are expected to provide the following:*

- Letter of Intent
- Resume
- Completed and signed application
- Response to all application questions
- Copy of valid Indiana Superintendent license or evidence of qualification
- College/University credentials and transcripts
- Three (3) current letters of reference (Two years or less)

*Directions for submitting applications and credentials:*

Inquiries related to this application should be directed to the University Search Team members.  
Contact: Dr. Michele Moore, Indiana University, email: [micdmill@indiana.edu](mailto:micdmill@indiana.edu) cell: 317-430-0766

Please complete all application documents including the required signatures. Only complete applications (including all required applications documents) will be considered. All materials should be emailed to:

Dr. Michele Moore, [micdmill@indiana.edu](mailto:micdmill@indiana.edu)

No paper applications will be accepted.

**Additional Candidate Information**

If you are tentatively offered the Superintendent position, the **Jennings County School Corporation** will complete an extensive background investigation prior to making the final offer of employment. If you are tentatively offered the position you will be required to complete the authorization for an Indiana and National Background Check and submit the signed document by a date directed by the **Jennings County School Corporation Board of School Trustees**.