

PUNXSUTAWNEY AREA SCHOOL DISTRICT

SUPERINTENDENT APPLICATION

Please complete electronically. Handwritten applications will not be accepted.

Date: _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET

_____ CITY STATE ZIP CODE

E-MAIL _____ PROFESSIONAL PERSONNEL ID _____

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 Punxsutawney Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Gerald G. Gigliotti (Title IX Coordinator) at Punxsutawney Area High School, 500 North Findley Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6531 or Kate Shaffer (Section 504 Coordinator) at Punxsutawney Area High School, 500 North Findley Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6520.

The Punxsutawney Area School District has a Tobacco Free Environment Policy. There are no designated areas for tobacco use within Punxsutawney Area School District buildings, in its vehicles, or in or around other restricted areas.

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 a separate sheet of paper for each question.)

1. What has been your most outstanding contribution during your career?
2. What has been your personal 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.

PROFESSIONAL REFERENCES

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

CLEARANCES

Applicants must submit the following clearances:

- Pennsylvania Child Abuse History Clearance - Act 151 (required every 5 years)***
- Pennsylvania State Police Criminal Background Check - Act 34 (required every 5 years)***
- Federal Criminal History Record - Act 114 (required every 5 years)***
- Child Abuse Mandated Reporter Training - Act 126 (required every 5 years)***
- Sexual Misconduct/Abuse Release Form - Act 168***
- Arrest/Conviction Report and Certification Form - Act 24-PDE Form 6004***

Please be advised, if you are considered for employment, you will be required to have current clearances on file; in accordance with Act 153 of 2014. Once you are an active employee you will be required to renew all clearances. This will be a condition of continued employment.

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___

As an administrator or Commissioned Officer, are you currently in the process of developing 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___

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 currently under charges for a criminal offense? Yes___ No___

Were you ever convicted of a criminal offense? Yes___ No___

Are you subject to any visa or immigration status that would prevent lawful employment? Yes___ No___

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, and include your professional personnel ID number.

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 Punxsutawney 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, TB test and drug screening, as well as any qualification testing deemed necessary by the district in order to establish ability to perform the job.

Signature of Candidate

Date

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

Please mail or return completed application and all requested information as listed on position announcement to:

Dr. J. Thomas Frantz
Interim Superintendent
Punxsutawney Area School District
475 Beyer Avenue
Punxsutawney, PA 15767