



**HILLSBORO CITY SCHOOL DISTRICT**  
**APPLICATION FOR**  
**SUPERINTENDENT**



NAME (first, middle, last) \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**EDUCATIONAL DATA:**

EDUCATION	INSTITUTION	City and State	DEGREE	MAJOR
Undergraduate				
Masters				
Post Masters				

**EMPLOYMENT DATA:** (begin with your current employer)

Dates from to:	Employer & Address	Position	Reason for leaving

May we contact your present employer? \_\_\_\_\_

**PERSONAL REFERENCES:** (persons who are qualified to provide information concerning your qualifications)

Name/title	Address	Phone

**CERTIFICATION HELD:**

Type	State	Date Expires

Can you perform this job without special accommodations? \_\_\_\_\_

If no, please explain.

- Please complete, sign and return with your application:
  - **AUTHORIZATION FOR RELEASE OF INFORMATION**
  - **Applicant's Signature**
  
- Your application will remain on file until the position is filled.
  
- Incomplete applications will not be considered.

Hillsboro City School District is an equal opportunity employer and is in compliance with Section 504 of the Rehabilitation Act of 1973.

**Applicant's Signature:**

I authorize Hillsboro City School Board of Education to investigate all statements contained in this application.

The Hillsboro City School Board has my permission to contact my present/previous employers, employee references, visit worksite or contact other agencies when necessary.

I understand that misrepresentation or omission of facts called for constitutes sufficient cause for rejection of this application, and for termination at any time during employment.

Pursuant to Sections 3319.30 and 109.57 of the Revised Code, the Board of Education of the School District does initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter B.C.I.&I.) for all new employees to verify that no person has been convicted of or pleaded guilty to certain criminal offenses. Your response to the following questions is therefore required:

Have you ever been convicted of or pleaded guilty to any felony, any violation of criminal sections of the Ohio Revised Code, any comparable statute or ordinance of the United States or any other state or municipality, any offense of violence, theft offense, any drug abuse or any sex offense? Have you ever had garnishment of wages or bankruptcy? If yes, please explain on a separate attachment.

No \_\_\_\_\_  
Signature

Yes \_\_\_\_\_  
Signature

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**READ CAREFULLY**

Due to the length of time required for completion of the records check, it may occasionally be necessary for the Board of Education to employ a person prior to the Board of Education having received the results of the criminal records investigation. In these cases, the Board of Education shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from B.C.I.&I., my employment shall be contingent upon subsequent receipt by the Board of Education of a report from B.C.I.&I. which is consistent with my answer to the above question. In the event I have been employed prior to the Board of Education having received a report from B.C.I.&I., and a subsequent report from B.C.I.&I. is received which is not consistent with my answer to the above question, I specifically agree that the action of the Board of Education employing me shall void without any further act by either party, and that my employment will terminate without the necessity of proceedings to formally terminate my contract of employment.

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

Signed: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION TO THE  
HILLSBORO CITY SCHOOL BOARD OF EDUCATION**

I, the undersigned, do hereby authorize the Veterans Administration, any and all branches of the United States Military, active and reserve, Educational Institutions, Medical Doctors, Insurance Companies, State and Federal Tax Bureaus, and Credit Bureaus to furnish the Hillsboro City Schools Board of Education Hillsboro, OH, with any and all available information regarding me in order that they may determine my suitability for employment. Further, I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Hillsboro City Schools with the selection process for employment for any position applied for.

I, the undersigned, authorize the release of any records/information necessary to support/refute any item in my employment application whether the release of such information is public, private or of a confidential nature. Additionally, I, the undersigned, authorize the Hillsboro City School District, or it's designee to make inquiry of my present and past employers regarding my employment dates, quality of work, dependability, whether I appeared for work, and eligibility for re-hire.

Further, I, the undersigned, acknowledge the Hillsboro City School Board of Education will be contacting references I have provided on this questionnaire, as well as the schools/post secondary and professional educational services information I have provided.

I, the undersigned, agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Full Name \_\_\_\_\_  
(Print)

Full Name \_\_\_\_\_ Date: \_\_\_\_\_  
(Signed)

**Failure to have this form subscribed and duly sworn will result in the automatic rejection of the application.**

Subscribed and duly sworn before me according to law, by the above named applicant  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, County of \_\_\_\_\_ and  
State of Ohio.

Signature of Notary \_\_\_\_\_

(Official Seal of Notary)

## A complete application includes receipt of the following:

- A letter of interest.
- Completed and signed application form.
- Current resume.
- A copy of current Ohio School Superintendent's Certificate.
- A copy of your most recent FBI/BCII
- Three reference letters; each sent by the individual to Hillsboro City Schools, in care of Mr. Teeters

Send all application materials to:  
Hillsboro City School District  
c/o Lewis B. Teeters  
39 Willettsville Pike  
Hillsboro, OH 45133

PERSONAL REFERENCE QUESTIONS  
CANDIDATE FOR SUPERINTENDENT OF HILLSBORO CITY SCHOOLS

Name of applicant \_\_\_\_\_

1. How long have you known the applicant?      \_\_\_ 0-3      \_\_\_ 4-6      \_\_\_ 7-10+
2. What is your relationship with this applicant?      \_\_\_ personal      \_\_\_ professional
3. On a scale from 1-5 (1 being the lowest and 5 being the highest) rate each of these qualities for this applicant:

___ Dependable	___ Attitude	___ Initiative
___ Judgement	___ Team player	___ Cooperation
___ Organizational skills	___ Personality	___ Communication
___ Professionalism	___ Follow-through	___ Adaptable
___ Knowledge of Curriculum	___ Knowledge of Finance	

4. Please complete the following statements with regard to this applicant:

a. I would best describe this individual as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. This person's strengths include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. This person could be more effective if he/she worked to improve:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Person giving reference (Print)

\_\_\_\_\_  
Person giving reference (signed)

\_\_\_\_\_  
Date

\*Due to the nature of our business, we are required to obtain references that not only verify information given to us by the applicant, but also address the applicant's performance and character. The information you provide will be held in strict confidence.

**This form needs to be returned by the person completing the reference to:**

Hillsboro City Schools  
Lewis B. Teeters  
39 Willettsville Pike  
Hillsboro, OH 45133