

APPLICATION for WNYESC EXECUTIVE DIRECTOR

Directions:

1. This application may be filled in online. Print and sign the application and disclosure/consent form. Forward both documents with your letter of application to the person listed on the second page of this form. **Do not indicate "See attached vita or materials."**
2. Have your college placement office forward our credentials immediately.
3. You are invited to add or attach any additional information that will assist us in our evaluation.
4. Applicants are asked not to contact members of the Board of Directors except as they may be requested to do so.

Background Information

Last Name _____ First Name _____ Middle Initial _____

Business Phone _____ Home Phone _____ Cell Phone _____

Business Address _____ Home Address _____

Email _____

Present/Last Position Held _____

Number of people Reporting to You _____ Your Annual Budget _____

Size of your school district (# of Students) _____ Present Salary _____

Certificates Held _____

Professional References

Please list the name of five persons who know of your professional work and qualifications.

Name	Position	Address	Home Phone	Work Phone

I have requested my placement file forwarded from:

Name of Institution/Organization _____

Signature _____

Date _____

Mailing Instructions

University placement credentials, completed application form, disclosure/consent form, and all supporting materials should be mailed to:

Dr. Vincent J. Coppola, Search Consultant
Western New York Educational Service Council
State University of New York at Buffalo
222 Baldy Hall
Buffalo, NY 14260-1000

Disclosure and Consent Form

As an applicant for the position of WNYESC Executive Director, I hereby assert, consent to and acknowledge the following:

1. I possess valid professional certification to be a Superintendent of Schools in New York State. (Attach Copy)
2. I understand the Board of Directors, and/or consultant may retain a private firm to conduct a thorough check of my background, including an investigation of my criminal, driving, and financial history. I consent to this procedure and I will cooperate by providing such personal information as may be required.
3. I authorize the Board of Directors and/or the consultant search team (the search consultant the Board has retained), to contact personal and professional references, including those with whom I have been previously employed, but contact with my current employer will not be made until I have given specific prior approval.
4. I have no physical or other limitations that would prevent me from performing the responsibilities associated with this position.
5. If the answer is "YES" to any of the following questions, please provide additional detailed information:
 - a. Have you been convicted of a crime within the past 7 years?
 Yes No
 - b. Have you ever served in the U.S. Armed Forces?
 Yes No
 - c. If yes, did you receive a dishonorable discharge?
 Yes No
 - d. Have you ever been known by any other name(s)?
 Yes No
 - e. Have you ever been dismissed from a position, had disciplinary charges preferred against you, or been denied or had professional licensure revoked?
 Yes No
6. Are there other aspects of your personal or professional history or prior job performance that are pertinent to your potential employment as Executive Director? _____

7. I hereby indemnify, release and forever discharge and hold the WNY Educational Service Council, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

Candidate's Signature

Date