



Howell Public Schools Superintendent Application Form

To be considered an applicant, please complete this form and provide the following:

1. A **cover letter** setting forth in detail your personal qualifications and how they meet the desired candidate profile, reasons for interest in the position, and demographics of your current district of employment.
2. A **current resume** and any additional relevant information.
3. **Copies of Transcripts.**
4. Names and current complete contact information for **at least three (3) professional references.**

Mr./Ms./Dr.	First Name	Middle Initial	Last Name
Address		City	State
Email address _____		Fax _____	
Phone (H) _____ (W) _____		Cell Phone _____	

EDUCATION (List most recent degree first.)

Institution	Location	Major/Minor	Degree Received	Year

List Professional Certificates and/or licensure you now hold:

EMPLOYMENT HISTORY (List all present and past professional employment, beginning with the most recent)

Employer/Address/ Phone No.	Position	Dates From/ To	Final Salary	Reason for Leaving

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Are you eligible to work in the United States? () Yes () No

If you have been convicted of or pled guilty to a felony, you will not be employed. Have you ever been convicted of a felony?

() Yes () No

Have you ever been convicted of or pled guilty to any of the following crimes: criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct in any degree, attempt to commit criminal sexual conduct in any degree, felonious assault on a child, child abuse in any degree, attempt to commit child abuse in any degree, cruelty, torture, or indecent exposure involving a child?

() Yes () No

If yes, attach explanation to this application.

I agree to permit the employer to run a criminal history record search to be performed by the Michigan State Police.

() Yes () No

Has your driver's license ever been revoked or suspended? () Yes () No *If yes, please attach explanation.*

List any moving violations during the last three (3) years.

Do you hold a valid Michigan Teaching Certificate? () Yes () No

Have you ever had a teaching credential revoked, suspended or annulled? () Yes () No

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or been terminated from employment? () Yes () No

If yes, please attach explanation.

Does the employer or its agents have your permission to contact references and prior employers including your present employer?

() Yes () No

Notice of Handicapper Rights

Michigan law requires that you notify the employer in writing within 182 days after you know or should have known that any accommodation for handicap will be necessary to permit you to perform the duties of the position for which you are applying. Request for accommodation forms are available at the Equal Opportunity Office. Submitting a request for accommodation will not affect your application for employment.

Equal Opportunity Employer

Howell Public Schools is an Equal Opportunity Employer. Howell Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, disability, height, weight, marital status or any other legally protected characteristic. Any individual needing assistance in making application of any opening should contact a consortium member district office.

I hereby certify that each answer to a question, and all other information otherwise furnished, is true, complete and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand and agree that any falsification, misrepresentation or omission of fact either on this Application or during the pre-hire process will be reason for (1) my not being offered employment, or (2) dismissal at any time, if employed.

I authorize the employer to make any investigation of my personal or employment history and authorize any/all former employers, any person, firm, corporation, credit agency, or government agency to give any information they may have regarding me to any prospective employer. In consideration of the review of my application or providing information to a prospective employer, I release the employer and all providers of information from any liability as a result of furnishing and receiving this information.

I request that my application and application materials remain as confidential as is reasonably possible under the applicable adopted laws and case law of the State of Michigan.

Signature of Applicant _____ Date _____