

ERVING SCHOOL UNION #28

18 Pleasant Street

Erving, MA 01344

(413) 423-3337

ERVING
LEVERETT

NEW SALEM/WENDELL
SHUTESBURY

APPLICATION FOR PRINCIPAL

PERSONAL DATA

Last Name	First Name	Middle Name ()
Present Home Address (street, city, state and zip)		Telephone ()
Present Business Address (street, city, state and zip)		Telephone ()
E-mail Address	Cell Phone Number	

Regarding current position:
 Number of employees district/school _____ District budget: _____
 Number of employees you directly supervise: _____ Present Annual Salary: _____
 Social Security Number: _____ Desired Annual Salary: _____

PROFESSIONAL AND WORK EXPERIENCES

List by most recent experience

FROM MO YR	TO MO YR	POSITION AND SUPERVISOR	CITY/TOWN	STATE	BRIEF JOB DESCRIPTION	ANNUAL SALARY

EDUCATIONAL PREPARATION

List by most recent experience

SCHOOL	LOCATION	MAJOR/MINOR	DEGREE	DATE

CERTIFICATION INFORMATION

Type of certificate(s) held or pending _____

Granting State(s) _____ Date(s) Granted _____

Massachusetts Certificate Number(s) _____

REFERENCES

Give five (5) references including superintendents and principals who can comment upon your candidacy for the position which you seek. Please list their names whether or not on file at a placement office.

NAME	POSITION	COMPLETE ADDRESS	AREA CODE	PHONE NUMBER (CURRENT)

OTHER PROFESSIONAL AND WORK EXPERIENCES

List by most recent experience

FROM MO YR	TO MO YR	POSITION AND SUPERVISOR	CITY/TOWN	STATE	BRIEF JOB DESCRIPTION	ANNUAL SALARY

MILITARY SERVICE

FROM MO YR	TO MO YR	BRANCH OF SERVICE	RANK	COMMENDATIONS	TYPE OF DISCHARGE

LIST HOBBIES AND/OR SPECIAL INTERESTS AND/OR HONORS AND/OR PUBLICATIONS

Have you ever been convicted of a felony? _____ If yes, provide full details:

Will you come to the Erving School Union for an interview at your expense? _____

APPLICATION PROCESS: The following material should be submitted by January 25, 2013

1. A complete principal application
2. A letter of interest
3. A current resume'
4. College/university transcripts (originals prior to interview)
5. Three current letters of reference
6. Massachusetts certification documentation
7. C.O.R.I. Form

Materials should be mailed to:

Jennifer Haggerty
Superintendent of Schools
Erving School Union #28
18 Pleasant Street
Erving, MA 01344

APPLICANT'S STATEMENT:

I certify that all information provided as a part of this application (including my resume) is true and complete to the best of my knowledge. I understand that at some point in the selection process, the law may require that the information contained in this application be made available to the public and that the facts set forth herein will be subject to verification. I also approve a Criminal Offenders Record Inventory (C.O.R.I.) and/or similar research to be initiated by Erving Union #28.

Signature

Date

- Check here if you wish your candidacy to be held in confidence and not released publicly.
(Note: Finalists will be announced and interviewed publicly)

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, national origin, age, gender identity, marital or veteran status, sexual orientation and/or handicap.

INTERVIEW AND APPLICATION REVIEW SUMMARY

DATE	NAME