

**Application for Superintendent
Hartselle City Board of Education
Hartselle, Alabama
Submit to:**

wsanderson@bishopbrooks.com

Name _____
Title Last First Middle Maiden

Present Street Address _____

City _____ State _____ ZIP _____

Mailing Address (if different) _____

City _____ State _____ ZIP _____

E-mail Address: _____

Telephone Numbers _____

Date of Birth: _____ Social Security No. _____ Driver's License: State/No. _____

Do you hold, or are you entitled to hold an Alabama Professional Leadership Certificate? _____

Education

| Colleges/Universities | Major/Minor-Degree | Date: From - To |
|-----------------------|--------------------|-----------------|
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A verified transcript from the institution that granted your highest degree must be requested by the applicant and **sent directly by the institution** to wsanderson@bishopbrooks.com, or by mail to Hartselle City Superintendent Search c/o Bishop Brooks, 2101 West Clinton Ave., Suite 402, Huntsville, AL 35805.

Employment History (continue on attachment if necessary)

| Dates (start/end) | Position | Employer & Supervisor | Address & Phone # | Ending Salary |
|-------------------|----------|-----------------------|-------------------|---------------|
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Years in Current Position _____ Are you under contract at present? _____

Number of Schools in System _____ Number of Employees _____ Student Enrollment _____

Your school system's budget: _____ per annum.

Have you ever maintained any internet or social media profiles or blogs accessible by the public (including webinars, podcasts, or virtual events)? If so, provide each related profile name, web address, email address, opening and closing dates and nature of content. _____

If you answer “Yes” to any of the questions below, please use the space provided or an attachment to give a detailed explanation, including the name and address of the employer (if applicable) the date of the charge or incident, the court, court action, and address of the court involved (if applicable) and the stated reason for any employment action. A “Yes” answer may not disqualify you from consideration but may affect your suitability for the position.

Have you ever:

1. Been dismissed, suspended, terminated, or forced to resign from any employment position?

2. Resigned, been given an opportunity to resign or been asked to resign from an employment position?

3. Been refused continuing service status or tenure?

4. Been under investigation or charged with any violation of the Alabama Ethics Law or Educator Code of Ethics or similar professional inquiry?

5. Had charges or a report of child abuse or sexual activity involving a student or other minor filed against you?

6. Had a professional certificate, credential, or license (of any kind) revoked or suspended, or been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct?

7. Had any pending adverse actions against you relating to a professional certificate, credential, or license?

8. Been denied a professional license for which you applied, or granted a professional license on a conditional or probationary basis based on any alleged misconduct or alleged violation of professional standards of conduct?

9. Had an EEOC charge filed against your employer in which you were alleged to have discriminated against an employee?

Do you have any objection to your present or previous employers being contacted for reference purposes? _____

If yes, please explain. _____

| Qualifications | Briefly describe how your background knowledge and skills meet or exceed the listed criteria. |
|---|--|
| Educational Leadership and Knowledge | |
| Leading a Strong Instructional Program | |
| Goal Setting and Monitoring Achievement | |
| Fostering Community and Intergovernmental Partnerships | |
| Administration and Organization of Long- and Short-Term Plans for Growth and Facility Management Including Personnel Requirements | |
| Sound Financial Management Including an Understanding of the Budgeting Process and how Schools are funded in Alabama | |
| Recruiting, Building, and Leading Effective Teams | |
| Working Collaboratively and Cooperatively with the Board of Education | |

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| List Publication/Research (including doctoral dissertation) Projects | |
| Fellowships, Scholarships, and Professional Honors | |
| Personal Interests and Hobbies | |

Background Investigation Authorization

A background investigation is required for consideration for this position. These investigations may include, but are not limited to, analysis of public and private documents, contact with former employers and references, verification of employment, education, and credentialing. Your signature on this application constitutes your authorization for agents of Hartselle City Schools to:

- Conduct a background investigation as described above.
- Obtain a report of your credit history.
- Use information from the background investigation and credit history to determine your eligibility and qualification for pre-employment consideration and for continued employment if hired.

Upon request information gathered will be provided to Applicant in accordance with the Fair Credit Reporting Act (FCRA).

Credentials Required: Official transcripts for the highest degree you reference herein must be provided. **Please request that the college or university that granted the highest degree forward your transcripts directly to the address or e-mail address shown below. Transcripts received directly from the applicant will not be accepted.**

References: List the names of four individuals who may be called immediately.

| Name | Position/Employment | Present Address | Telephone |
|------|---------------------|-----------------|-----------|
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Print, sign, and email this Application, a cover letter, and your résumé directly to:
wsanderson@bishopbrooks.com or mail to: Hartselle City Superintendent Search, c/o Bishop
 Brooks, 2101 West Clinton Ave., Suite 402, Huntsville, AL 35805
All completed applications must be received by 5:00 p.m. April 18, 2025.

I certify that the foregoing statements are true and correct. I agree to hold harmless and release Hartselle City Schools, its legal counsel and agents, from any expense, liability or loss arising from any background investigation.

Date

Signature

It is the official policy of the Hartselle City Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, age, or sexual preference be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.