

**QUABOAG SCHOOL DISTRICT
WARREN/WEST BROOKFIELD, MASSACHUSETTS**

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR SUPERINTENDENT

Personal Information:

Name _____ Home Phone _____

Address _____ Office Phone _____

_____ Cell Phone _____
city state zip

Email Address _____

How did you learn about this position (e.g. Education Week, Internet)? _____

How may we contact you? at work at home by e-mail by cell phone

Certifications Held

Certification	State
_____	_____
_____	_____
_____	_____
_____	_____

Are you certified as a superintendent in Massachusetts? YES NO

Are you eligible for certification as a superintendent in Massachusetts? YES NO

If not, have you submitted an application for certification as a superintendent in Massachusetts? YES NO

Date of application: _____

Current School District Information:

Are you presently under contract to a school district? _____

If yes, when does your contract expire? _____

Name of District _____

Position _____

Academic and Professional Training:

High School(s), Colleges, Universities Attended	Location	Degree	Year

Professional Experience:

No. Years	Dates From/To	Position	School District

Other Relevant Work Experience and Achievements:

Memberships in Professional Organizations:

References:

Please list below the names and addresses of three persons who have knowledge of your professional competence and character, whom we may contact should you become a finalist.

Name _____ Address _____

Relationship _____

Name _____ Address _____

Relationship _____

Name _____ Address _____

Relationship _____

Release of information:

Please check one box:

Upon request from the media, I do do not give permission to the school committee to release my resumé.

A complete application form includes the following:

- _____ 1. A completed and signed application form.
- _____ 2. An up-to-date resume.
- _____ 3. A copy of the candidate's Massachusetts superintendent certificate, or evidence that the candidate is eligible for certification as a superintendent in Massachusetts and has submitted his/her application to the Department of Education.
- _____ 4. Evidence of highest degree earned (copy of diploma, license and/or certificate).
- _____ 5. Three recent letters of reference (within the past three years preferred) from persons **other than those listed on the previous page.**
- _____ 6. A personal statement describing your major educational accomplishments and the specific leadership and management skills you can bring to the superintendency of the Quaboag School District. Where appropriate, please show how you would incorporate Quaboag's selection criteria into your leadership of the schools.

All application documents listed above must be received in the MASC office on or before **August 5, 2008**. The appointment is expected to be made **September 23, 2008**, with a start date of **January 1, 2009** or as soon as possible.

**Please note: MASC does not maintain an applicant file for use in future searches.
A new application and application materials listed are required for each search.**

I understand that, under the requirements of the Massachusetts Open Meeting Law, should I become a finalist, certain facts of my application will become public information and that the school committee may request a copy of my transcripts.

Signature _____ Date _____

Send all information to:

**MASC Quaboag Search
c/o Patricia Correia
MASC
One McKinley Square
Boston, Massachusetts 02109**

Telephone: (617) 523-8454; (800) 392-6023

FAX: (617) 742-4125

E-mail: nolsen@masc.org

For further information please contact Patricia Correia (see above).

Please do not contact school committee members or members of the school administration.