

APPLICATION FOR ADMINISTRATOR

**WESTHILL CENTRAL SCHOOL DISTRICT
400 WALBERTA ROAD, SYRACUSE, NY 13219**

DIRECTIONS

Please send the following to the person listed on this form:

Completed Application, Letter of Interest, Resume, Letters of Recommendation, Copies of all
NYS Teaching and Administrative Certifications and all Undergraduate and Graduate Transcripts.
DO NOT INDICATE "SEE ATTACHED VITA OR MATERIALS" on the application.

You are invited to add or attach any additional information which will assist us in our evaluation.

Background Information – please print or type

Last Name First Middle

Present Position Business Phone Home Phone

Home Address

Business Address

Size of School District (Number of Students) Number of People Reporting to You

Present Salary Your Annual Budget

Certificates Held

Professional Education

Name of Institution	Major	Minor	Degree	Date
Undergraduate				
Graduate				

Employment Record

Please supply a complete list of full-time experience. List most recent experience first.

Position	Organization	Size	Date

References

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

Name	Position	Address	Office Phone	Home Phone

I understand that the Westhill Central School District will be making an extensive inquiry regarding my background and experience, and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) so long as the information given is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by you regarding my application will be the property of the School District and will not be released to me unless required by federal or state statutes or regulations.

Signature

Date

Mailing Instructions: Send completed application, letter of interest, resume, letters of recommendation, copies of NYS teaching and administrative certifications and all undergraduate and graduate transcripts to:

Sarah E. VanLiew, Assistant Superintendent for Curriculum and Instruction
Westhill Central School District
400 Walberta Road
Syracuse, NY 13219