



## APPLICATION FOR ADMINISTRATOR

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

### Background Information – please print or type

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Last Name First Middle

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Present Position Business Phone Home Phone

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Home Address

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Business Address

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

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Your Annual Budget

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Certificates Held

### Professional Education

Name of Institution	Major	Minor	Degree	Date
Undergraduate				
Graduate				
Graduate				

## Employment Record

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

Position	Organization	Size	Date

## Tenure Status

Were you ever granted tenure in a public school district or board of cooperative educational services (BOCES) in New York State? ☐ Yes ☐ No

If yes, complete: Tenure Area \_\_\_\_\_ Effective Date \_\_\_\_\_

Name and address of school district where tenure was granted \_\_\_\_\_

\_\_\_\_\_

## If you answer yes to any of the following questions, please give specifics below:

1. Have you ever received a penalty pursuant to Education Law §3020-a or Civil Service Law §75?  
☐ Yes ☐ No
2. Have you ever had your certification revoked? ☐ Yes ☐ No

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Activities

Positions of leadership held or honors received in college, teaching, or in the community.

Experience in organizations you feel help qualify you for the position.

Recent participation in professional activities:

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

Please outline how you perceive the role leadership plays in the education of children.

I certify, to the best of my knowledge, that the information submitted in this employment application is true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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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.

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:

Darcy Woodcock  
Assistant Superintendent for Curriculum and Instruction  
Westhill Central School District  
400 Walberta Road  
Syracuse, NY 13219

The Westhill Central School District does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, sex, sexual orientation, race, or any other category protected by federal, state, or local law, in its employment practices or educational programs and activities which it operates.