

**APPLICATION FOR SUPERINTENDENT**

**Macon County Board of Education**

**Submit to:**

[MaconSuperintendentSearch@HillHillCarter.com](mailto:MaconSuperintendentSearch@HillHillCarter.com)

**Personal Information**

Name   
Title Last First Middle Maiden

Present Street Address

City  State  Zip Code

Mailing Address (if different)

Telephone Numbers

E-Mail Address

Do you hold or are you entitled to hold an Alabama Superintendent Certificate?

**Education**

Colleges/Universities	Major/Minor-Degree	Date: From - To
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

A verified transcript from the institution that granted your highest degree must be requested by the applicant and sent directly by the institution to [MaconSuperintendentSearch@HillHillCarter.com](mailto:MaconSuperintendentSearch@HillHillCarter.com) or by mail to the following address:

Hill Hill Carter  
Attn: Alicia Bennett  
31 Inverness Center Pkwy Suite 120  
Birmingham, AL 35242

**Employment History (continue on attachment if necessary)**

Year Dates (Start - End)	Position	Employer and Supervisor	Address and Phone number	Ending Salary
- Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Years in current position \_\_\_\_\_ Are you presently under contract \_\_\_\_\_  
Number of schools in system \_\_\_\_\_ Number of employees \_\_\_\_\_ Student Enrollment \_\_\_\_\_  
Your school system budget \_\_\_\_\_

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.

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 K-12 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 because of 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**

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	
Fostering Global Learning in an Information Age	
Working Collaboratively and Cooperatively with the Board of Education	

**Honors and Activities (continue on attachment if necessary)**

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, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information. Your signature below is authorization for Macon County Board of Education, its legal counsel, Alicia Bennett of Hill Hill Carter, and any agent at the direction of the board or its legal counsel to conduct a

background investigation as described above including a credit history report. Your signature below also is your acknowledgment that information revealed from the background investigation may be used for determining eligibility and qualification for pre-employment consideration and for continued employment if hired. You will be notified in accordance with the Fair Credit Reporting Act (FCRA) before any employment decision is made based on information in the report and any information gathered will be provided to the Applicant by Hill, Hill, Carter upon written request.

**Credentials Required**

Official transcripts for the highest degree you reference herein must be provided. Please request the college or university that granted the highest degree forward your transcripts directly to the address or e-mail address shown below.

**References (List the names of four individuals who may be called immediately)**

Name	Position/Employment	Present Address	Telephone

**Print, sign, and email this Application, a cover letter, and your resume directly to:**

**[MaconSuperintendentSearch@HillHillCarter.com](mailto:MaconSuperintendentSearch@HillHillCarter.com) or mail to the following address:**

Hill Hill Carter  
 Attn: Alicia Bennett  
 31 Inverness Center Pkwy Suite 120  
 Birmingham, AL 35242

**All completed applications and transcripts must be received by 3:00 p.m. (CST) on September 24, 2021**

*Applications will be acknowledged via email within 48 hours of receipt. If you do not receive such confirmation, please contact Alicia Bennett at (205) 271-1780.*

I certify that the foregoing statements are true and correct. I agree to hold harmless and release Macon County Board of Education, its legal counsel and agents from any expense, liability or loss arising from any background investigation.

<b>Date</b>	<b>Signature</b>

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

**INSERT RESUME**