**Mississippi Association of School Administrators**

**Application for Executive Director**

**Personal Data:**

Last Name First Name Middle Initial

Business Address

Home Address

Home Phone Business Phone Fax

Where do you prefer to be contacted? ( ) At home ( ) At work ( ) Either

**What certificates/licenses do you hold?**

|  |  |
| --- | --- |
| Field | State |
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**Professional Preparation:**

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| --- | --- | --- | --- | --- |
| Institution | Dates Attended | Major or Specialization | Degree | Date Granted |
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**Professional Experience:**

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| --- | --- | --- | --- |
| DatesFrom - To | Position | District, Institution, or Agency | Supervisor’s Name, Title, Location, Phone Number |
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**References:**

Please list five persons who are familiar with your professional competence, character, and work habits. Ask them to forward letters of reference to the search contact person.

|  |  |  |
| --- | --- | --- |
| Name | District, Institution, or Agency | Title |
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**Background Information:**

In addition to the following information, a background check may be conducted if deemed desirable by the MASA Board of Directors. If additional space is needed, begin your explanation on this page and attach additional sheets and clearly identify as Background Information: 1, 2, 3, and 4. “Yes” answers to the following questions will not necessarily result in non-consideration of the application. The Board will consider all the circumstances influencing the actions described. Your written explanation will assist the Board in determining your qualifications as an applicant.

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violation not involving any allegation of intoxication or reckless driving)? If you answer “Yes,” provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

( ) Yes ( ) No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever been dismissed from any job, or resigned at the request of your employer or while charges against you or an investigation of your behavior were pending? Answer “Yes” even if the matter was later resolved with any form of settlement. If you answer “Yes,” provide the date of termination of employment, the name, address and phone number of the employer(s), and a statement of the alleged reasons for termination.

( ) Yes ( ) No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any change or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “Yes,” provide the dates of the proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

( ) Yes ( ) No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by licensing certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “Yes,” provide the name, address, and telephone number of the employer or licensing body, and a statement of the accusations against you.

( ) Yes ( ) No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information:**

1. Personal Statement: On one page, please provide specific examples of how you would inspire trust and develop teamwork within the MASA organization, local school districts, and the state of Mississippi.
2. Successful education enterprises are led by persons with vision. On one page, describe your vision for MASA as we proceed in the 21st Century.

**Application Instructions:**

To be considered for the position, your application file must be completed and include the following:

1. A letter of application stating your personal qualifications and reasons for interest in the position.
2. A completed application form (including the Personal Statement and Vision Statement).
3. An up-to-date resume.
4. A letter of recommendation from each of the five references on the application form.
5. The original application packet and seven copies.

**Acknowledgement of Applicant:**

I hereby certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that the facts set forth herein will be subject to verification.

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Applicant Signature Date

**Send all application materials to:**

The Mississippi Association of School Administrators

Post Office Box 1317

Summit, MS 39666