



**APPLICATION FOR ASSISTANT SUPERINTENDENT FOR INSTRUCTION**

**BROOME-TIOGA BOCES**

**DIRECTIONS**

- 1. Please complete application form and forward it, with your letter of application, to the person listed on the back of this form. **Do not indicate "see attached vita or materials"**
- 2. Have your College Placement Office forward your credentials immediately.
- 3. You are invited to add or attach any additional information which will assist us in our evaluation.
- 4. Applicants are asked not to contact members of the Board of Education except as they may be requested to do so.

**BACKGROUND INFORMATION – Please print or type**

Last First Middle

Present Position \_\_\_\_\_

Business Phone Home phone Email address  
( ) ( ) \_\_\_\_\_

Business Address Home Address

\_\_\_\_\_ Zip Code Zip Code

Number of people reporting to you \_\_\_\_\_

Size of your school district (# of students): Your annual budget:

Present salary: Certificates held:

**PROFESSIONAL EDUCATION** Institution Major Degree

Undergraduate \_\_\_\_\_

Graduate \_\_\_\_\_

Please describe your leadership experiences and explain how these experiences have prepared you for the position of assistant superintendent for instruction at Broome-Tioga BOCES.

**EMPLOYMENT RECORD**

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

**Position**

**Organization**

**Size**

**Dates**

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**REFERENCES**

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

Name	Position	Address	Office Phone ( )	Home Phone ( )
			( )	( )
			( )	( )
			( )	( )
			( )	( )
			( )	( )

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

\_\_\_\_\_  
Signature Date

I have requested my placement file be forwarded from:

\_\_\_\_\_

**MAILING INSTRUCTIONS:** University placement credentials, completed application forms and all supporting materials should be mailed to:

Robin Eccleston, Human Resources Director  
Broome-Tioga BOCES  
435 Glenwood Road  
Binghamton, NY 13905-1699