**Supplemental Application for**

**Principal/Headmaster of Bishop Hall Charter School**

**and CEO of Bishop Hall Charter School, Inc.**

Check one \_\_\_\_Mr. \_\_\_\_Ms. \_\_\_\_Mrs. \_\_\_\_Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name First Name Middle Name

Present

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home or Cell Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Georgia Certificate Number (or Social Security Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Employer Information**

Present Employer\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Indicate unemployed or retired if applicable. Do not list past employer here.

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title of Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time in Current Position \_\_\_\_\_\_\_\_\_\_\_\_ Does your employer know of this application? \_\_\_\_\_\_\_\_\_\_\_

Do you hold or are you entitled to hold a Georgia leadership certificate issued by the Georgia Professional Standards Commission? Mark “Yes” or “No.” If “No,” state what is required for you to obtain this certification.

\_\_\_\_\_Yes \_\_\_\_\_No. Indicate certification level: \_\_\_\_\_L-5 \_\_\_\_\_L-6 \_\_\_\_\_L-7

If No, explain leadership certification status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list all FULL TIME experience both within and outside the field of education. List most recent employment first and continue in reverse chronological order. The space expands as you type to accommodate your answer which should include the following:

Date of Position Title & Organization & Size/ Reason for Ending

Service Major Duties Org Address Unit Leaving Salary

**EDUCATIONAL AND PROFESSIONAL TRAINING.**   
List your most recent education and training first and continue in reverse chronological order. The space expands as you type to accommodate your answer.

Name of Address Major/ Dates attended Certificate/

Institution of Institution Minor From To Degree (Specify)

**HONORS AND AWARDS**. List scholarships, articles authored, books authored, honorary degrees, citations, special recognitions, workshops conducted, major addresses, etc. The space expands as you type to accommodate your answer.

**OUTSIDE INTERESTS AND HOBBIES.** The space expands as you type to accommodate your answer.

**COMMUNITY ACTIVITIES**. List the community organizations with which you are affiliated and are regularly engaged in activities.  List the specific role (s), i.e. office held, volunteer, etc. you have played in each organization. The space expands as you type to accommodate your answer.

**MAJOR CAREER ACCOMPLISHMENT AND PERSONAL ATTRIBUTES.** As you think about your career, explain in one or two statements what you consider to be your major career accomplishment and why.  Also, list the personal attributes you feel you possess that will help assure your success as the principal/headmaster of Bishop Hall Charter School. The space expands as you type to accommodate your answer.

**REFERENCES**

Please list at least three individuals, one of whom should be a recent employer or supervisor, one a leader in your community (not necessarily connected with education) and one an educator. *Do not list a relative*. Please indicate if we may contact your references immediately or if there are any limitations. Please be sure your references are aware that you are listing them.

**NAME POSITION PRESENT ADDRESS TELEPHONE LIMITATIONS**

**APPLICANT’S STATEMENT.** Describe why you want to be the principal/headmaster of Bishop Hall Charter School.

**EDUCATION PHILOSOPHY.** Describe your view of the elements of a successful school.

**SPECIFIC CRITERIA TO THIS POSITION. The** following criteria will be used as candidates are evaluated for the position of principal/headmaster of Bishop Hall Charter School.   
**Please indicate your qualifications related to each criterion in the spaces provided under each bullet point.** The area will expand as you type to accommodate your answer. Place answers here even if they are answered elsewhere.

* Holds or is eligible for a Georgia Leadership Certificate at the L-5 or higher level. Eligibility information is available from the Division of Certification, Georgia Professional Standards Commission, 200 Piedmont Ave., Suite 1702, Atlanta, GA 30334; 800-869-7775 or [www.gapsc.com](http://www.gapsc.com)
* Has successful experience as a high school teacher

* Has no immediate family member serving on the Thomas County Board of Education or the Board of Bishop Hall Charter School, Inc. (*Required by Georgia Law)*
* Participation in community and professional organizations; visibility and involvement in school and community activities

* Sound fiscal management, including budgeting and educational finance
* A goal-oriented management style with strategic planning/goal setting experience
* Practicing a collaborative and team-building approach to educational leadership; committed to fostering cooperative relationships among the school district, the board of education and community leaders and organizations
* Community leadership skills with proven public relations ability
* Effective leadership and management skills in a growing educational environment
* High expectations of students in the areas of academics, discipline and extracurricular involvement
* Technology skills and experience with on-line and blended instruction
* Experience working with at-risk students

**PERSONAL AFFIRMATION** (Mark beside Yes or No; All questions must have a response.)

**Enter explanations where appropriate. The space will expand as you type to accommodate your explanations.**

1. Have you ever been dismissed, suspended or terminated from any professional, educational or management employment position? \_\_\_\_**Yes** \_\_\_\_**No** *If yes, please provide the date and name and address of the employer, and stated reason for the adverse action here:*
2. Have you ever resigned or been given an opportunity to resign, withdraw an employment application, or not offered reemployment as a result of charges, or a disagreement or misunderstanding with an employee?  
    \_\_\_\_Y**es** \_\_\_\_ **No** *If yes, state the date(s), name and address of the employer(s) and a reasonably full statement of the basis and circumstances here:*
3. Do you understand that because of the nature of the position for which you are applying, that the school district-employer may require a background check, including a search of fingerprint, criminal records and credit history?   
   **\_\_\_\_Yes** \_\_\_\_**No Please provide your birthdate:** *\_\_\_\_\_\_\_\_\_\_\_\_\_(for background check purposes only)*
4. Do you agree and consent for such background search and investigation to be conducted, and agree to hold the school district and all officials, representatives and employees of the foregoing harmless from all claims for libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims? \_\_\_\_\_**Yes** \_\_\_\_\_**No**
5. Do you have any objections to your previous employers being contacted for reference purposes?

**\_\_\_\_Yes \_\_\_\_No**  *If yes, please explain here:*

1. **Criminal Conduct**

Please enter a truthful “Yes” or “No” response to each of the following questions.  All questions must have a response. In order for the application process to continue, all “YES” responses require an explanation typed in bold after each of those questions. The space will expand as you type to accommodate your explanation. You may attach supporting documentation at the end of this application, if you choose to do so.

**\_\_\_\_Yes \_\_\_\_No**   Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certificate, license or permit issued by any state agency? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**  Are your currently the subject of any investigation involving a violation of a profession’s laws, rules, standards or Code of Ethics by any state agency? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**  Have you ever received a less than honorable discharge from any branch of the armed services? **[If yes, explain here and** **provide a copy of Form DD214.)**

**\_\_\_\_Yes  \_\_\_\_No**  Have you ever left an employment position (been asked to resign or retire, been dismissed, terminated, suspended, non-renewed or otherwise) while under investigation or under circumstances that were not solely voluntary? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**  Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**   Are you the subject of a pending investigation involving a criminal act? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**  For any felony or any crime involving moral turpitude, have you ever:

    Pled guilty; Entered a plea of nolo contendere; Been found guilty; Pled guilty to a lesser offense; Been granted first offender treatment without adjudication of guilt; participated in a pre-trial diversion program; been found not guilty by reason of insanity; or, been placed under a court order whereby an adjudication or sentence was withheld? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**    Have you ever been convicted, or pled to a lesser offense for any sexual offense? **[If yes explain here]**

**\_\_\_\_Yes  \_\_\_\_No**    Have you been convicted of a drug offense (felony or misdemeanor) while holding any professional certificate, license, or permit? **[If yes, explain here]**

**\_\_\_\_Yes  \_\_\_\_No**    Do you have a relative on the Thomas County Board of Education or Bishop Hall Board of Directors? **[If yes, explain here]**

**I affirm that all information is true and correct.  I understand that the information contained in this application will be used to assess my qualifications for the position of Principal/Headmaster/CEO and hereby give my permission that any or all of the attached materials may be shared with individuals authorized to evaluate my credentials.**

**Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applications must be received by February 28, 2014.**