
LETTER TO APPLICANTS

WARREN COUNTY SCHOOLS
Warrenton, North Carolina

Dear Applicant:

We are pleased you are interested in the position of Superintendent of Warren County Schools and encourage you to complete and submit an application. NCSBA utilizes Applitrack, an online application program. The link to the application is easily accessible via our website at <http://www.ncsba.org/super-search/north-carolina-vacancies/>. In order to be considered timely, the application must be submitted by 11:59 p.m. on **April 8, 2019**. The online system will automatically generate confirmation emails to you and NCSBA when you submit the completed application. Note, you may want to print or save a copy of your completed application, as you will not be able to access the application to review, edit, or add documents once the deadline has passed.

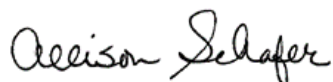
Please include scanned copies of any college or graduate school transcripts (unofficial transcripts will be accepted) and scanned copies of any applicable professional licenses or certificates as attachments to your application. It is also important to note that the application contains authorizations and releases, which are self-explanatory. These must be digitally signed.

After the application deadline, completed applications will be forwarded to the members of the Warren County Board of Education for review. The board will then invite selected applicants for interviews. The board hopes to make a final decision by July 2019.

Your inquiry and application will be treated confidentially. By law, the board may not publicly release any of your application information without your consent. Thus, your information will not be released beyond the members of the NCSBA search team, the members of the Warren County Board of Education, and the board attorney. As noted on the application, the board also may need to contact references and conduct background checks on the finalists for the position. If you are selected as a finalist and the board requests this information, NCSBA will contact you with the necessary notice, authorization, and release forms.

I look forward to receiving your completed application. If you have any questions as you gather the required information and complete the application, please feel free to contact me at (919) 747-6700 or aschafer@ncsba.org. Please do not attempt to contact, or ask anyone you know to contact, the individual board members about your interest in or application for this position. All inquiries should go through NCSBA.

Sincerely,



Allison B. Schafer