

**CAMDEN COUNTY BOARD OF EDUCATION**

174 North 343

Camden, North Carolina 27921-9614

Telephone (252) 335-0831; Fax (252) 332-2330

**APPLICATION FOR SUPERINTENDENT OF SCHOOLS**

**Personal Information**

Name: \_\_\_\_\_  
Preferred Title First Middle/Maiden Last Nickname

Permanent Address \_\_\_\_\_  
Street City State Zip

Home Phone ( ) Office ( ) Cell ( )

Social Security Number \_\_\_\_\_ ☐ New Applicant ☐ Former Applicant ☐ Former Employee

Date Available for Employment \_\_\_\_\_

Please state briefly why you want to be Superintendent of Camden County Schools \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Licensure**

North Carolina law requires that all teachers, principals, and other professional school personnel hold a valid North Carolina license. It is your responsibility to obtain and maintain your license in a current status. Please note that individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements. Do you hold a North Carolina license? ☐ Yes ☐ No If yes, please enclose a copy and please complete the information below.

Date License Issued \_\_\_\_\_

PROGRAM	LICENSURE AREA(S)	CLASS	EXPERIENCE
Example: 01 (initial)	78400 (6-9 Social Studies)	A	1 Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject(s) in which you expect to receive an NC license (if you do not have one). \_\_\_\_\_

Other states in which you hold a valid teaching license/certificate. (Please send copy(s).) \_\_\_\_\_

## Educational Preparations

Level of Education	Name of School or University	State	Field of Study	Type of Degree	GPA	Dates of Attendance From                  To
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High School \_\_\_\_\_

College \_\_\_\_\_

Post-Graduate \_\_\_\_\_

Please enclose copies of all college transcripts.

Have you completed North Carolina Effective Teaching Training? ☐ Yes   ☐ No. If yes, please attach a photocopy of verification.

## Praxis/NTE Scores

North Carolina requires passing scores on NTE/Praxis Examinations to qualify for a teaching license. Even individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements. Please complete the section below indicating which tests you have taken and enclose a copy of your score report(s) for those you have taken.

Professional Knowledge Examination   ☐ No   ☐ Yes \_\_\_\_\_   \_\_\_\_\_ Copy Enclosed?   ☐ No   ☐ Yes  
Month                  Year
Score

NTE Specify Area(s) or Praxis II Examination   ☐ No   ☐ Yes

Month	Year	code#/Test Name	Score	Copy Enclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Month	Year	code#/Test Name	Score	Copy Enclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Month	Year	code#/Test Name	Score	Copy Enclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes
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## Administrative Experience

List all experience in administrative positions:

Name of School	Name of School System or Unit	State	Positions Held Grades and/or Subjects Taught (Specify)	Dates Mo/Day/Yr (From - To)	Supervisor's Name & Phone #
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Attach a photocopy of all administrative licenses and certifications.

## Teaching Experience

(List chronologically all teaching experience. Do not include substitute teaching.)

Name of School	Name of School System or Unit	State	Positions Held Grades and/or Subjects Taught (Specify)	Dates Mo/Day/Yr (From - To)	Supervisor's Name & Phone #

Have you ever achieved tenure as a teacher in a North Carolina school system? If yes, when and where? \_\_\_\_\_

## Work Experience Other Than Teaching (List Chronologically)

Employer	Complete Mailing Address	Kind of Work	Dates of Employment	Supervisor's Name & Phone #

## References

Each applicant must provide the following information to be considered for employment in Camden County Schools.

- A. The names of at least four reference sources. Include current employer, or last employer if not currently employed. References from relatives or persons who can evaluate only your personality and character are not acceptable. References who have known you for at least four years and/or are substantially familiar with your educational achievements and work history are preferred.
- B. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file and list names below.

Name of Reference	Position	Complete Mailing Address	Phone Number	
			Work	Home
1. _____				
2. _____				
3. _____				
4. _____				

May we contact your present employer? ☐ Yes ☐ No ☐ Not Applicable

May we share your name/application with other school employers as they request referrals? ☐ Yes ☐ No

### Additional Background

Please check appropriate answers:

Yes      No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been asked to resign from a position of employment, failed to be rehired, or been dismissed, fired, discharged, suspended or otherwise subject to disciplinary action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a teaching license or certificate suspended or revoked?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of any violation of the law other than a minor traffic ticket?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever entered a plea of <u>nolo contendere</u> (no contest) to any charge against you?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation?                       |

If your answer to any of the above questions is yes, please explain on a separate page and include with this application.

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

### Related Activities

Please list below those school activities in which you have experience as a supervisor, coach, or director. Please be specific and use another page if needed.

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Other Interests/Hobbies \_\_\_\_\_

Please list any subject which you may be qualified but not licensed or certified to teach \_\_\_\_\_

### Additional Information

1. In light of Camden County's relatively small size and limited resources, please explain what has motivated you to apply for this position.

2. Please discuss two of the following topics (attach additional pages if necessary):

- |                          |  |                          |  |                          |   |                          |  |
|--------------------------|--|--------------------------|--|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Your experience with school construction projects. | <input type="checkbox"/> | What steps you would take to ensure that the Camden County schools attain and maintain excellence? | <input type="checkbox"/> | How you would attract and retain quality teachers to the Camden County School System? | <input type="checkbox"/> | How you would establish an effective working relationship with the Camden County Manager and Board of Commissioners who are key players in the area of budget development? |
|--------------------------|--|--------------------------|--|--------------------------|---|--------------------------|--|

### **Applicant's Certification & Release of Liability**

I, the undersigned applicant/employee hereby expressly authorize the Camden Co. Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give to the Board of Education, its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its agents, or its employees, I hereby release the Board of Education, its agents or its employees any and all providers of information to whom this release is sent, from any and all liability as a result of furnishing or receiving this information. If employed, I further authorize this Board of Education or its agents or employees to provide information about my employment in this school system to future employers or prospective employers. I authorize persons to whom a copy of this release is presented to rely on the copy as if it were a signed original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that any false statements on this application shall be considered sufficient cause for failure to employ or for dismissal if I am employed.

Signature \_\_\_\_\_

### **THE SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER**

The School Board does not discriminate on the basis of race, color, sex, sexual orientation, national origin, age, religion, political affiliation, disability, or gender identity in its educational programs or employment. No person shall be denied employment because of any disability if the person is otherwise qualified to perform the essential function of the position or program for which application had been made, with or without reasonable accommodations.

### **RETURN COMPLETED APPLICATION BY FEBRUARY 23, 2024 TO:**

John D. Leidy  
Board Attorney  
[jleidy@hrem.com](mailto:jleidy@hrem.com)  
301 E. Main St.,  
Elizabeth City, NC 27907-0220

CAMDEN COUNTY BOARD OF EDUCATION  
Camden, NC 27921.

Camden County Schools local policy prohibits employment of persons who have been convicted of a felony.

AUTHORITY FOR RELEASE OF INFORMATION

I authorize the North Carolina Department of Justice through the State Bureau of Investigation, Division of Criminal Information, to perform a North Carolina Criminal History Records Information Check in connection with my application for employment or my employment with the Camden County Public Schools pursuant to N.C.G.S. 114-19.2.

LAST NAME	FIRST	MIDDLE	MAIDEN
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SOCIAL SECURITY NUMBER	DATE OF BIRTH	SEX	RACE
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I understand that the North Carolina State Bureau of Investigation, Division of Criminal Information, and its officials and employees shall not be held legally accountable in any way for providing this information to the above-named school, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the school cannot release the results of this criminal history record check to me.

\_\_\_\_\_  
Applicant's/Employee's Signature

\_\_\_\_\_  
Date

This request form will be accompanied with a transmittal letter from the Superintendent requesting Criminal History Records Information. This request will be mailed from the Board of Education to the State Bureau of Investigation of North Carolina.