



Cato-Meridian  
Central School District,  
2851 State Route 370,  
Cato, NY 13033



[www.catomeridian.org](http://www.catomeridian.org)



# APPLICATION FOR THE POSITION OF SUPERINTENDENT OF SCHOOLS

Please fill out this electronic form and digitally sign then email to:  
Dr. Brian Hartwell at [bhartwell@cayboces.org](mailto:bhartwell@cayboces.org)

## PERSONAL INFORMATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

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

Business Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

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

Title \_\_\_\_\_

Enrollment \_\_\_\_\_ Budget \_\_\_\_\_

Number of People Reporting Directly to You \_\_\_\_\_

New York State School District  
Administrator Certificate Number \_\_\_\_\_

*(Please enclose copy of SDA or SDL certificate.)*

Please mail letter of interest,  
current resume, completed  
application, academic  
transcripts and copies of  
administrative certification to:

**Dr. Brian Hartwell,**  
District Superintendent

**Cayuga-Onondaga BOCES**  
1879 West Genesee Street Road,  
Auburn, NY 13021



 [www.cayboces.org](http://www.cayboces.org)

**Application deadline is  
January 20, 2025**

Cato-Meridian Central School District  
is an equal opportunity Employer, is in  
compliance with Title IX of the Educational  
Amendments of 1972 and does not  
discriminate on the basis of race, color,  
religion, sex, age or national origin.

## EMPLOYMENT HISTORY

Please list all career experience in chronological order beginning with your present position. Please include both school and non-school experience.  
Please attach an additional page if necessary.

Employer & Location \_\_\_\_\_

Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Employer & Location \_\_\_\_\_

Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Employer & Location \_\_\_\_\_

Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Employer & Location \_\_\_\_\_

Position Held \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dates (to/from) \_\_\_\_\_ Size of School/District \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

## MILITARY EXPERIENCE

Branch of Service \_\_\_\_\_ Rank/Specialty \_\_\_\_\_

Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_ Discharge Type: \_\_\_\_\_

## CERTIFICATES

Title of Certificate \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ Valid in State of \_\_\_\_\_

Title of Certificate \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ Valid in State of \_\_\_\_\_

## EDUCATIONAL & PROFESSIONAL PREPARATION

Undergraduate Institution \_\_\_\_\_ Location \_\_\_\_\_

Major/Minor \_\_\_\_\_ Degree Earned & Date \_\_\_\_\_

Graduate Institution \_\_\_\_\_ Location \_\_\_\_\_

Major/Minor \_\_\_\_\_ Degree Earned & Date \_\_\_\_\_

Post-Graduation Institution \_\_\_\_\_ Location \_\_\_\_\_

Major/Minor \_\_\_\_\_ Degree Earned & Date \_\_\_\_\_

## REFERENCES

*Please provide four references who are familiar with your recent work achievements. Include the names of at least two current or past school board members.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Present Address \_\_\_\_\_

Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Present Address \_\_\_\_\_

Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Present Address \_\_\_\_\_

Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Present Address \_\_\_\_\_

Email Address \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

## BACKGROUND INFORMATION

1. Are you a United States Citizen?      Yes      No
2. Have you ever been fingerprinted for the purpose of employment?      Yes      No
3. Have you been cleared by NYSED for teaching?      Yes      No
4. Are you legally eligible for employment in this country?      Yes      No
5. Can you physically perform the essential functions of the position for which you are applying either with or without a reasonable accommodation?  
Yes      No

**If the answer to any of the following questions is "yes", please attach an explanation for each "yes" response to this application.**

6. Have you ever been convicted of a violation of law? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)  
Yes      No
7. Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)      Yes      No
8. Have you ever been dismissed from a position, or resigned to avoid dismissal? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)      Yes      No
9. Have you ever received an unsatisfactory rating in conjunction with any pedagogical or school administration employment?      Yes      No
10. Have disciplinary charges ever been proffered against you by an employer?      Yes      No

## WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below, I, \_\_\_\_\_, hereby authorize Cayuga-Onondaga BOCES acting on behalf of Cato-Meridian Central School District (hereafter known as "the District") to verify and investigate all statements I have made on the employment application, related papers and in interviews. I authorize Cayuga-Onondaga BOCES to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by the District.

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

## APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.

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