



**Cattaraugus-Little Valley  
Central School District**  
25 N Franklin St.  
Cattaraugus, NY 14719  
[www.cattlv.wnyric.org](http://www.cattlv.wnyric.org)

**Application for  
SUPERINTENDENT OF SCHOOLS  
of the Cattaraugus-Little Valley Central School District**

*The Cattaraugus-Little Valley Central School District is an equal opportunity/affirmative action employer*

**INSTRUCTIONS FOR APPLYING:** Please send a letter of interest outlining your qualifications, resume, along with this completed and signed application form. The application should also include a minimum of four (4) professional letters of recommendation, an updated college placement folder and college transcripts, and a copy of your NYS SDA/SDL certificate. Please forward everything to the following address no later than April 26, 2024.

**Scott E. Payne, District Superintendent**  
CABOCES - 1825 Windfall Road, Olean, NY 14760

## Personal Information

NAME \_\_\_\_\_  
Last Name First Name Middle  
Other name(s) \_\_\_\_\_  
(Please include other names relative to name change, assumed name, or nickname necessary to enable a check on your work record.)

## HOME MAILING ADDRESS

Street City/State/Zip Code Telephone Number

## PRESENT POSITION

Name of Institution Job Title School District Enrollment

City/State/Zip Code Business Number

Annual Budget Personnel Responsible to You No. of Teachers/Others

- Are you legally authorized to remain and work in the U.S.A.? ☐ Yes ☐ No
- Have you ever served in the United States Armed Forces? ☐ Yes ☐ No  
If yes, list branch \_\_\_\_\_ Dates of Service \_\_\_\_\_ to \_\_\_\_\_.  
If yes, did you receive an honorable discharge? ☐ Yes ☐ No  
If no, please explain on a separate sheet. A dishonorable discharge is not an absolute bar to employment; other factors will affect the decision.
- Have you ever been convicted of a crime? ☐ Yes ☐ No  
If yes, please explain on a separate sheet.
- Are any criminal charges or proceedings against you pending? ☐ Yes ☐ No  
If yes, please explain on a separate sheet.
- Have you ever been the subject of a report for child abuse, maltreatment, or neglect? ☐ Yes ☐ No  
If yes, please explain on a separate sheet.
- Have you ever been released from employment, asked to resign from employment, and/or denied permanent status/tenure? ☐ Yes ☐ No  
If yes, please explain on one of the additional pages at the end of this application.
- Are you a relative of any board member, administrator, or other employee of the school district to which you are applying? ☐ Yes ☐ No  
If yes, Name \_\_\_\_\_ Position \_\_\_\_\_ Relationship \_\_\_\_\_

## CERTIFICATION (List All Certificates)

TITLE OF CERTIFICATE	CERTIFICATE NUMBER	VALID IN STATE OF	DATE ISSUED	DATE EXPIRES

## PROFESSIONAL PREPARATION

UNDERGRADUATE			
INSTITUTION	LOCATION	NATURE OF STUDIES Major/Minor	DIPLOMA/DEGREE

GRADUATE			
INSTITUTION	LOCATION	NATURE OF STUDIES Major/Minor	DIPLOMA/DEGREE

SUMMARIZE GRADUATE WORK BEYOND THE HIGHEST EARNED OR GRADUATE WORK NOT LEADING TO A DEGREE				
INSTITUTION	LOCATION	INDICATE MAJOR CONCENTRATIONS	CREDITS	ADDITIONAL INFORMATION

## RELATED PROFESSIONAL EXPERIENCE

*May include educational travel, lectures, addresses, publications, scholastic honors, professional memberships, committee chairs or positions, participation in educational studies, innovations, special programs, elective positions held and others relevant to your ability to perform the job.*

## WORK EXPERIENCE BASED ON CERTIFICATE/LICENSE

DATES EMPLOYED	EMPLOYER'S NAME AND ADDRESS	NATURE OF POSITION	REASON FOR LEAVING

## OTHER WORK EXPERIENCE

DATES EMPLOYED	EMPLOYER'S NAME AND ADDRESS	NATURE OF POSITION	REASON FOR LEAVING

## PHILOSOPHY STATEMENTS/WRITING SAMPLES

You may respond to the statements below in the manner, style and technique of your choice. Please attach your reply on a sheet of 8 1/2" x 11" paper.

What is your view of the role of the Superintendent of Schools?

## PROFESSIONAL REFERENCES

Provide at least four (4) references. These references should be people qualified to provide information describing your abilities for the position of Superintendent of Schools.

NAME	TITLE	ADDRESS	TELEPHONE

## RELEASE AND INDEMNIFICATION

I hereby certify that the above information, together with any additional information furnished in conjunction with this application, is furnished for the purpose of gaining employment, and is true to the best of my knowledge and belief. I understand that such information shall be the basis of me being considered for employment, and that false statements may result in my application not being considered or my dismissal from future employment.

Authorization is hereby given to Cattaraugus-Little Valley Central School District to obtain reference checks from any of the named sources in this application and the sources to release information if requested by Cattaraugus-Little Valley Central School District.

I understand that the school district will be making an extensive inquiry regarding my background and experiences and I hereby release from any liability anyone giving information regarding me, whether specified in my application or not, so long as the information given is relevant to the duties for which I have applied. I understand that the information gathered, in part or whole, may be shared with members of the school district involved in the search process. I further understand that all information gathered by you regarding my application will be the property of the school district and will not be released to me unless required by federal or state statutes or regulations.

The Cattaraugus-Little Valley Central School District, in compliance with Title IX of the Education Amendments of 1972 and Regulation 504 of the Rehabilitation Act 1973, does not discriminate on the basis of race, creed, color, gender, age, national origin, disability, gender identity or expression, genetic information or testing, veteran status, sexual orientation or other protected class per law.

↑ **Signature of Applicant**

**Date**

*Willful misrepresentation of an actual fact may result in dismissal of applicant hired or retained by the school district.  
An equal opportunity/affirmative action employer.*

*The Cattaraugus-Little Valley Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.*