

## APPLICATION INSTRUCTIONS – SUPERINTENDENT

Mississippi Educational Search Consortium

466 Woodland Road

Batesville, Mississippi 38606

Mail completed application for processing to: **Steve Montgomery**  
**Post Office Box 624**  
**West Point, Mississippi 39773**

To be considered an official applicant to the **(Name of District)**, the following must be completed:

1. APPLICATION FORM – Completed, dated, and signed.
2. RESUME – Resume must contain complete work and educational histories
3. VISION/GOALS/STRATEGIES for the **(Name of District)** – This must be no more than a one page document.
4. TRANSCRIPTS – Include all college and/or university work.
5. RECOMMENDATIONS – At least three (3) letters of recommendations received from those listed on the application. Unless otherwise directed in writing, these recommendations are confidential and the applicant waives the right of review.
6. INTERVIEWS – After the above information has been evaluated, the applicants who receive the highest rating will be invited for personal interviews.
7. Depending on the number of applications received and also time and fiscal constraints, you may not be contacted unless you are invited for an interview. Your understanding will be appreciated.
8. IF SELECTED for EMPLOYMENT, you must furnish the **(Name of District)** with verification of prior experience, if applicable. You will be subject to a background check mandated by the Mississippi Legislature 2000 session.

Your application is greatly appreciated.

## SCREENING PROCESS FOR SELECTION OF SUPERINTENDENT

Mississippi Educational Search Consortium

466 Woodland Road

Batesville, Mississippi 38606

I. PLACE APPLICATION ON FILE

A. Place application on file with:

**STEVE MONTGOMERY  
POST OFFICE BOX 624  
WEST POINT, MISSISSIPPI 39773**

B. Mail the completed and signed application that includes the following:

1. Complete Application
2. Resume
3. Vision/Goals/Strategies Document
4. Transcripts of all college/university work received
5. Recommendations
6. Copy of Mississippi School Administrator License

C. Present or former employees must complete the same process of employment that is required of all other candidates.

I. EVALUATION OF APPLICANT DOCUMENTS BY MESC

A. A representative(s) from **MESC will complete** packets.

B. Based upon the credentials mentioned above, candidates will be scheduled for screening interviews.

II. INTERVIEW WITH MESC

Applicants will be interviewed by a representative(s) of MESC

III. INTERVIEW WITH **(Name of District)** BOARD OF TRUSTEES

Selected applicants will be contacted with instructions to interview with the Board.



List professional activities and honors obtained throughout your career

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What professional organizations are you affiliated with?

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Are you presently under contract with any school system?  YES  NO

If yes, what school system? \_\_\_\_\_ Until \_\_\_\_\_

What is the earliest date you can begin work here?

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Have you ever been asked to resign, been discharged, or failed to be reemployed for a teaching or administrative position?

YES  NO

If yes, give details

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Have you ever been convicted of an offense other than a misdemeanor?  YES  NO

If yes, explain

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**Note: Please attach a resume and a one-page document that describes your vision, goals and strategies for reaching these goals for the (Name of District).**

**READ CAREFULLY**

The information contained herein is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Trustees and will cooperate fully with the in-service programs for professional improvement. I agree that any omissions or false statements will constitute reasons for dismissal.

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**Applicant's Signature**

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**Date**

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**PLEASE MAIL APPLICATION TO THE FOLLOWING ADDRESS FOR PROCESSING:**

**ATTENTION: STEVE MONTGOMERY  
POST OFFICE BOX 624  
WEST POINT, MISSISSIPPI 39773**

**(Name of District) DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE,  
RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP**