



## Saraland City Schools

4010 Lil' Spartan Drive  
Saraland, AL 36571  
Phone 251.375.5420

**Board Members**  
Ms. Renee Jerkins  
Dr. Lonnie Burnett  
Ms. Josephine Rodgers  
Dr. Gary Shockley  
Mr. Kris Nelson

### Employment Application for Saraland City School's Chief School Financial Officer

This document should be submitted to Mr. R. Nash Campbell, Board Attorney only.

#### PERSONAL INFORMATION

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing address (if different) \_\_\_\_\_

Cell phone number \_\_\_\_\_ Other phone number \_\_\_\_\_

Email \_\_\_\_\_

#### EDUCATION

College \_\_\_\_\_ Year graduated \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

College \_\_\_\_\_ Year graduated \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

**EMPLOYMENT HISTORY** Please provide your complete employment history with the most recent first.  
Attach additional sheets as needed.

Company name \_\_\_\_\_ Telephone \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Employed from month/year \_\_\_\_\_ Employed to month/year \_\_\_\_\_

Name of supervisor \_\_\_\_\_ May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Annual salary \_\_\_\_\_ Job title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ Telephone \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip code \_\_\_\_\_  
Employed from month/year \_\_\_\_\_ Employed to month/year \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Annual salary \_\_\_\_\_ Job title \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ Telephone \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip code \_\_\_\_\_  
Employed from month/year \_\_\_\_\_ Employed to month/year \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Annual salary \_\_\_\_\_ Job title \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**QUALIFICATIONS.** Use an attachment if necessary. List any skills, knowledge, experience, or other relevant qualifications that demonstrate your ability to meet the qualifications and traits listed.

**HONORS AND AWARDS.** Use an attachment if necessary. List scholarships, articles authored, books authored, honorary degrees, citations, special recognitions, workshops conducted, major addresses, etc.

**COMMUNITY ACTIVITIES.** Use an attachment if necessary.

**SKILLS.** Please describe your computer skills. List any additional skills that pertain to this position.

**MAJOR CAREER ACCOMPLISHMENTS AND PERSONAL ATTRIBUTES.** List those that will help assure your success as the CSFO of this school system. Use an attachment if necessary.

**CURRENT EMPLOYMENT.** If you are currently a CSFO and under contract, how quickly can you leave your employment? If you cannot leave immediately, please explain. Use an attachment if necessary.

**APPLICANT STATEMENT.** Why do you want be the superintendent of this school system? Use an attachment if necessary.

**REFERENCES**

1.

Name

Relationship

Employer

Telephone

Address

Years known
2.

Name

Relationship

Employer

Telephone

Address

Years known
3.

Name

Relationship

Employer

Telephone

Address

Years known

**READ Carefully.**

1. Do you understand that because of the nature of the position for which you are applying that the school system may require a background check, including a search of fingerprint, other criminal records and credit history?

Yes \_\_\_\_\_ No \_\_\_\_\_

Birth date (for background check purposes only) \_\_\_\_\_

2. Do you agree and consent for such background search and investigation to be conducted and agree to hold the school system and all officials, representatives and employees of the foregoing harmless from all claims for libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever been convicted of any crime, entered a plea of guilty or nolo contendere or any similar criminal or quasi-criminal determination or adjudications, other than minor traffic violations?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "yes" state the name and address of the court, the date of the alleged offense and allegation, a description of the charges and an explanation of the final action taken, including any fines, probation, imprisonment, first-offender adjudication or similar disposition.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may result in my release.

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

The application process will be confidential. Only the names of finalists will be announced to the public.

Please submit application, letter of interest, resume, and copy of certification credentials to:

Mr. R. Nash Campbell, Board Attorney  
Adams and Reese LLP  
P. O. Box 1348  
Mobile, AL 36633  
(251) 433-3234  
(251) 438-7733 (fax)  
[Nash.campbell@arlaw.com](mailto:Nash.campbell@arlaw.com) with cc to [vicki.clarke@arlaw.com](mailto:vicki.clarke@arlaw.com)

**ALL INQUIRIES AND APPLICATIONS SHOULD BE DIRECTED TO MR. R. NASH CAMPBELL ONLY. PLEASE DO NOT CONTACT OUR CENTRAL OFFICE OR APPLY ONLINE THROUGH THE STATE DEPARTMENT OR ANY ONLINE SERVICE.**

Saraland City Schools does not discriminate on the basis of race, age, color, national origin, religion, sex, genetic information, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities.