Application Instructions

1. **Make a copy of this document**
   Please make a copy of this document. The original is view-only and cannot be edited, so you will need an editable copy.

2. **Complete the Application Form**
   Complete all sections of this application form with your information. Once finished, save or download the completed application form as a PDF.

3. **Organize Your Application Packet**
   Combine the following documents in this order:
   a. Completed application form
   b. Cover letter explaining why you believe you are a strong fit for this specific position
   c. Current résumé or curriculum vitae
   d. Three signed, current letters of recommendation
   e. Photocopy, not the original, of your valid certification for this position, or a letter describing your eligibility for certification
   f. Photocopy, not the original, of your educational transcripts

4. **Combine All Materials Into One PDF**
   All application materials must be combined and submitted as one single PDF.

5. **Name Your File**
   Please save your completed application packet using the following format: LastName, FirstName - District.pdf

   Example: Melendez, Jeffrey - Bridgeport.pdf

6. **Upload Your Application Packet**
   Upload your application Packet in Bridgeport - Superintendent Search Application Form

Please direct any questions to us at bridgeport@zeal-ed.com and we will reply promptly

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APPLICATION FORM

Full name: _____ **Date:** _____
Last First M.I.

Address: _____ **Phone:** _____
Street address Apt/Unit #

Email: _____
_____
City State Zip Code

Are you a citizen of the United States?	☐ **Yes**	☐ **No**	
If not, are you authorized to work in the U.S.?	☐ **Yes**	☐ **No**	
Have you ever been asked to resign from a position in lieu of termination or other discipline	☐ **Yes**	☐ **No**	**If yes, explain:** _____
Have you ever been convicted of a crime?	☐ **Yes**	☐ **No**	**If yes, explain:** _____
Have you ever had your professional license revoked?	☐ **Yes**	☐ **No**	**If yes, explain:** _____

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Education (start with most recent)

College:		From:		To:	
Address:					
Degree:		Did you graduate:	☐ Yes	☐ No	

College:		From:		To:	
Address:					
Degree:		Did you graduate:	☐ Yes	☐ No	

College:		From:		To:	
Address:					
Degree:		Did you graduate:	☐ Yes	☐ No	

Professional Certifications

Type:	
Exp. Date:	
Issuing State:	

Type:	
Exp. Date:	
Issuing State:	

Type:	
Exp. Date:	
Issuing State:	

Type:	
Exp. Date:	
Issuing State:	

Employment History (start with most recent)

District:		**Phone**			
Address:		**Supervisor:**			
Job title:		**From:**		**To:**	
Responsibilities					

District:		**Phone**			
Address:		**Supervisor:**			
Job title:		**From:**		**To:**	
Responsibilities					

District:		**Phone**			
Address:		**Supervisor:**			
Job title:		**From:**		**To:**	
Responsibilities					

District:		Phone			
Address:		Supervisor:			
Job title:		From:		To:	
Responsibilities					

District:		Phone			
Address:		Supervisor:			
Job title:		From:		To:	
Responsibilities					

References

Please list at least three professional references. You will be notified before we make contact.

Full name:		Relationship:	
Company:		Phone:	
Address:		Email:	

Full name:		Relationship:	
Company:		Phone:	
Address:		Email:	

Full name:		Relationship:	
Company:		Phone:	
Address:		Email:	

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Full name:		**Relationship:**	
Company:		**Phone:**	
Address:		**Email:**	

Full name:		**Relationship:**	
Company:		**Phone:**	
Address:		**Email:**	

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Persona Self-Assessment

Please carefully review each of the six personas below. Based on these descriptions, in 300 words or less, please use the following page to describe which of one these six personas best represent your personal leadership style. Based on what you know about the district, why does your persona make you the ideal candidate for this position? If you do not feel that any of these six personas represent your leadership style, please feel free to respond accordingly.



The Community Builder

Excels in bringing people together, creating strong relationships with families and staff. While effective in collaboration, their consensus-driven approach may slow urgent decisions.

- **Traits**: Relational, inclusive, coalition-focused
- **Strengths**: Builds trust, fosters engagement, unites stakeholders
- **Challenges**: May struggle with tough decisions, moves cautiously



The Visionary Change Agent

This superintendent pushes districts forward with ambitious reforms and innovative solutions. They inspire transformation but may struggle with those resistant to rapid change.

- **Traits**: Bold, strategic, innovative
- **Strengths**: Transforms districts, drives systemic change, energizes stakeholders
- **Challenges**: Faces resistance, can be seen as disruptive



The Instructional Leader

Focused on teaching and learning, this leader ensures high-quality curriculum and PD. They may require support in managing district logistics.

- **Traits**: Data-driven, student-focused, curriculum expert
- **Strengths**: Improves instruction, boosts student achievement, supports teachers
- **Challenges**: May neglect operations, needs strong executive team



The Operational Strategist

This leader ensures smooth operations, balancing budgets and streamlining systems. While highly efficient, they may lack visibility in instructional leadership.

- **Traits**: Detail-oriented, fiscally responsible, process-driven
- **Strengths**: Strengthens finances, improves efficiency, optimizes resources
- **Challenges**: Can appear bureaucratic, less visible in instruction



The Student Champion

Committed to fairness, this leader ensures all students have access to opportunity. Their work is essential but often met with resistance.

- **Traits**: Justice-driven, culturally competent, advocate for marginalized students
- **Strengths**: Reduces disparities, promotes inclusivity, drives student-focused policies
- **Challenges**: Political push-back, progress can be slow



The Crisis Manager

Thriving under pressure, this leader effectively handles crises and high-stakes situations. While strong in the moment, they may struggle with future-focused strategy.

- **Traits**: Decisive, adaptable, action-oriented
- **Strengths**: Leads in emergencies, manages crises, ensures safety
- **Challenges**: Can be reactive, may lack long-term planning

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Leadership Persona Self-Assessment

Please carefully review each of the six personas below. Based on these descriptions, **in 300 words or less,** please use the space below to describe which **one** of these six personas best represent your personal leadership style. Based on what you know about the district, why does your persona make you the ideal candidate for this position? If you do not feel that any of these six personas represent your leadership style, please feel free to respond accordingly.

Please note that it is important that you conduct this writing sample as authentically as possible.

Applicant Authorization and Certification

I hereby certify that the information in this application is true and accurate to the best of my knowledge and belief. I authorize Zeal Education Group, on behalf of the Board and district, as part of its due-diligence process, to obtain records, including criminal, credit, employment, licensure, education, and other records the Board deems necessary and legally permissible for evaluating my candidacy. I authorize current and former employers, educational institutions, licensing agencies, references, and other appropriate sources to release relevant information to Zeal Education Group and the district, subject to applicable law. I understand that false, incomplete, or misleading information, whether oral or written, may result in removal from consideration or, if employed, disciplinary action or termination.

Applicant Signature : _____

Name : _____

Date : _____