

# Georgia School Boards Association

## APPLICATION FOR DIRECTOR OF RISK MANAGEMENT

Send to: GEORGIA SCHOOL BOARDS ASSOCIATION  
Mark Willis  
5120 Sugarloaf Parkway  
Lawrenceville, Georgia 30043

Phone: (770) 962-2985 or (800) 226-1856  
Fax: (770) 962-5392  
GSBA's Web Site: [www.gsba.com](http://www.gsba.com)

Applications must be delivered to the GSBA office by 4:30 p.m. on May 9, 2007 or postmarked by midnight on the same date.

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### I. PERSONAL INFORMATION

Name  
Last First Middle

Present Address

City State Zip

Daytime Telephone Number Social Security Number

Home Telephone Number (if different from above)

Email Address (if available)

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### II. PRESENT EMPLOYER INFORMATION

Present Employer

Address

City State Zip

Telephone Number Title of Position

Length of Time in Current Position Does your employer know of this application?

Amount of organization's annual budget for which you are responsible \$ (if applicable)

Number of employees for whom you have responsibility

How many employees report directly to you? Current Salary \$

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**III. EMPLOYMENT HISTORY**

Please list all FULL TIME experience both within and outside the field of risk management. List most recent employment first and continue in reverse chronological order. Use an attachment if necessary.

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DATE OF SERVICE	POSITION DUTIES	ORGANIZATION ADDRESS	SIZE/ UNIT	REASON FOR LEAVING	ENDING SALARY
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Have you ever been dismissed, suspended or terminated from any professional education or other management employment? Yes No If yes, please provide the date and name and address of the employer, and stated reason for the adverse action on a separate sheet.

Have you ever resigned or been given an opportunity to resign, withdraw an employment application, or not offered reemployment as a result of charges, disagreement or misunderstanding? Yes No If yes, state the date, name and address of the employer and a reasonably full statement of the basis and circumstances of the incident on a separate sheet.

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**IV. EDUCATIONAL AND PROFESSIONAL TRAINING.** Use an attachment if necessary.

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NAME OF INSTITUTION	ADDRESS	MAJOR/ MINOR	DATE ATTENDED FROM TO	DEGREE
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**V. HONORS AND AWARDS.** Use an attachment if necessary. List scholarships, articles authored, books authored, honorary degrees, citations, special recognitions, workshops conducted, major addresses, etc.

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**VI. OUTSIDE INTERESTS AND HOBBIES.** Use an attachment if necessary.

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

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**VIII. MAJOR CAREER ACCOMPLISHMENT AND PERSONAL ATTRIBUTES.** List the personal attributes you feel will help assure your success as the superintendent of this school system.

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**IX. REFERENCES**

Please list the names of at least three individuals. Do not list a relative. If you have limitations on your references, please indicate so.

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<b>NAME</b>	<b>POSITION</b>	<b>PRESENT ADDRESS</b>	<b>TELEPHONE (Home or Business)</b>	<b>LIMITATIONS</b>
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**X. APPLICANT'S STATEMENT.** Write a brief paragraph describing why you want to come to GSBA.

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

Please include your birth date (for background check purposes only).

Do you agree and consent for such background search and investigation to be conducted, and agree to hold the GSBA 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?

2. Do you have any objections to your previous employers being contacted for reference purposes?

Yes                      No                      If yes, please explain

**3. Criminal Conduct**

(a) Have you ever been convicted of any crime, entered a plea of guilty, nolo contendere, or suffered First Offender Adjudication or any similar criminal or quasi-criminal determination or adjudications, other than minor traffic violations?

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

(b) Have you ever been charged with any crime or been named in an indictment, accusation or special presentment for any offense, other than a minor traffic violation?                      If yes, explain

4. **Please mail your completed application and include a letter of application and a resume with three references.**

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*I certify that the foregoing statements are true and correct and authorize you to investigate all references listed and to secure additional information if necessary.*

**SIGNATURE**

**DATE**

**NOTICE: Any false information knowingly given is grounds for your application being voided.**