

APPLICATION FOR THE POSITION OF

SUPERINTENDENT OF SCHOOLS



88 Lakehill Rd, Burnt Hills, New York 12027

www.bhbl.org

Superintendent Employment Application

PERSONAL INFORMATION

Last Name_____First Name_____Middle Initial_____

Home Address_____

Home Phone w/Area Code _____

Preferred Email Address_____

Cell Phone w/Area Code _____

Candidates should send one email with the following attachments by 5 p.m. on January 5, 2026:

- * Cover letter
- * Current resume
- * The completed PDF application
- * Official transcripts
- * All teaching and administrative certificates
- * Three letters of recommendation

MATERIALS SHOULD BE E-MAILED TO:

Lauren J. Gemmill, District Superintendent
c/o Nicole Coleman
Capital Region BOCES
900 Watervliet-Shaker Road
Albany, NY 12205
(518) 862-4901
Nicole.Coleman@neric.org

INQUIRIES

Email: lauren.gemmill@neric.org

Applicants should not contact members of the Burnt Hills-Ballston Lake Board of Education or school district personnel. All inquiries must be directed to Lauren Gemmill.

Application Deadline: 5 p.m. on Monday, January 5, 2026

Burnt Hills-Ballston Lake Central School District is in compliance with the Civil Rights Act of 1964 and Title IX Educational Amendments of 1972. The School District provides equal employment opportunities to all individuals and does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

EDUCATION & PROFESSIONAL PREPARATION

High School & Location

College Institution & Location	Degree Earned	Major/Minor	Sem. Hrs.	Date

Certification / Title	State	Date Issued	Expiration Date

TENURE STATUS

Were you ever appointed to tenure in a public school district in New York State? Yes No

If yes, complete:

Tenure area _____

Date tenure granted _____

Name and address of school district where tenure was granted

If you were appointed to tenure in other district(s) and/or tenure area(s), please attach that information to the application.

CURRENT EMPLOYMENT

Employer_____Business Phone w/Area Code_____

Address_____

Job Title_____Date Employment Began_____

Immediate Supervisor, Title, and Phone_____

May we contact for reference? Yes No Later

School District Enrollment_____Annual Budget_____Total # of Employees_____

Summarize the nature of the work performed and job responsibilities:

PREVIOUS EMPLOYMENT

Employer_____Business Phone w/Area Code_____

Address_____

Job Title_____Date Employment Began_____

Immediate Supervisor, Title, and Phone_____

May we contact for reference? Yes No Later

School District Enrollment_____Annual Budget_____Total # of Employees_____

Summarize the nature of the work performed and job responsibilities:

Employer_____Business Phone w/Area Code_____

Address_____

Job Title_____Date Employment Began_____

Immediate Supervisor, Title, and Phone_____

May we contact for reference? Yes No Later

School District Enrollment_____Annual Budget_____Total # of Employees_____

Summarize the nature of the work performed and job responsibilities:

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Employer_____Business Phone w/Area Code_____

Address_____

Job Title_____Date Employment Began_____

Immediate Supervisor, Title, and Phone_____

May we contact for reference? Yes No Later

School District Enrollment_____Annual Budget_____Total # of Employees_____

Summarize the nature of the work performed and job responsibilities:

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REFERENCES

Please provide five (5) individuals who may be contacted to provide a reference on your professional performance, professional demeanor, and/or professional achievements.

Name _____ Dates Known _____

Title _____

Address _____

Work Phone w/Area Code _____ Home Phone w/Area Code _____

Name _____ Dates Known _____

Title _____

Address _____

Work Phone w/Area Code _____ Home Phone w/Area Code _____

Name _____ Dates Known _____

Title _____

Address _____

Work Phone w/Area Code _____ Home Phone w/Area Code _____

Name _____ Dates Known _____

Title _____

Address _____

Work Phone w/Area Code _____ Home Phone w/Area Code _____

Name _____ Dates Known _____

Title _____

Address _____

Work Phone w/Area Code _____ Home Phone w/Area Code _____

ADDITIONAL INFORMATION

Are any criminal charges or proceedings pending against you?	Yes	No
Have you ever been dismissed from a position?	Yes	No
Have you ever resigned from a position to avoid a denial of tenure?	Yes	No
Have you ever resigned as an alternative to facing any type of charges or dismissal?	Yes	No
Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a?	Yes	No
Have you ever been the subject of a Part 83 notification to the NYS Education Department?	Yes	No

If you answered yes to any of the above, you will not necessarily be disqualified as an applicant. Please explain below:

Are you able to perform the essential functions of this position with or without reasonable accommodations?	Yes	No
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WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below, I hereby authorize Capital Region BOCES and the Burnt Hills-Ballston Lake Board of Education to verify and investigate all statements I have made on the employment application, related papers, and in interviews, and I further waive the right of access to any information submitted by these references. I authorize the BOCES to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me.

I do hereby affirm that all statements and materials submitted by me are true and complete. I understand that any false or inaccurate statements will be considered justification for disqualification of my application or termination of my employment, if discovered at any time after employment has commenced. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by the BH-BL Central School District.

APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading, or willful omissions shall be just cause for dismissal or refusal of employment.

I understand that Capital Region BOCES, acting on behalf of the BH-BL Central School District (hereafter known as "the District") will thoroughly investigate my work and personal history and verify all data given on this application, related papers, and in interviews.

I authorize all individuals, schools and employers mentioned therein to provide any information requested about me, and I release them from any and all legal liability or damage for disclosing information about me.

I understand that I am not guaranteed employment by merely completing this application and even if I am hired by the District, this document is not to be considered a contract for employment. If I am chosen for employment by the District, I agree to conform to its rules and regulations as set forth in the Employee Handbook and/or policies, and I acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the District at any time at the District's sole discretion without prior notice to me.

I understand that I will not be eligible for employment by the District if the New York State Education Department does not clear me for employment after my fingerprints are reviewed by the Division of Criminal Justice Services.

If requested by the District in connection with this application and if given a bona fide offer of employment, I agree to take a medical examination in accordance with District policies. I agree that the examining authority may disclose the findings of these examinations to the District and that my initial employment is conditioned upon meeting the requirements of that examination as established by the District.

Signature_____Date_____