



## **School Board Application**

Thank you for your willingness to serve as a Sussex Academy board member.

The school board of the Sussex Academy plays a vital role in its future. If you are appointed to serve on the Sussex Academy's board, your role will be to set policy, maintain the school's vision, and ensure that the school complies with its charter and applicable law.

We have designed this application to be straightforward, while collecting the detailed information needed to appoint effective board members.

## **Personal Information**

Name: \_\_\_\_\_  
                                    First                                    Middle                                    Last

Home Address : \_\_\_\_\_  
                                    Street Number  
\_\_\_\_\_  
                                    City                                    State                                    Zip

Employer : \_\_\_\_\_ Title : \_\_\_\_\_

Employer's Address : \_\_\_\_\_  
                                    Street Number  
\_\_\_\_\_  
                                    City                                    State                                    Zip

Home Number : \_\_\_\_\_ Work Number: \_\_\_\_\_

Fax Number : \_\_\_\_\_ Cellular Number : \_\_\_\_\_

Pager Number : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

Spouse's Name : \_\_\_\_\_  
                                    First                                    Middle                                    Last

Does your child(ren) attend the Sussex Academy? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Please check your highest education level :  
 High School/GED                       Associate Degree                       Master's Degree  
 Trade/Business School                       BA or BS Degree                       MD, DO, JD, Ph.D., etc.

Please check each area of expertise you would contribute to the board :  
 Community Service                       Education                       Finance  
 Fund Raising                       Law                       Management  
 Marketing                       Personnel                       Public Relations  
 Parent Involvement Programs                       Other (please specify) \_\_\_\_\_

Will you be able to attend regularly scheduled board meetings?  Yes                       No

## **Optional Information**

**Instructions** – If you would like any of the following to be considered, please attach a resume or use a separate sheet of paper to explain your experience in the following categories:

- *Government.* Experience in local, state or federal governmental agencies and departments. Include dates of service.
- *Elected Public Office.* Include dates of service.

- *Honors and Awards.* Include scholarships, fellowships, honorary degrees, honorary society memberships and recognition for outstanding service or achievements.
- *Employment Experience.* Include prior job and career information.
- *Professional Licenses & Certifications.* List complete titles and license numbers.
- *Volunteer Experience.* Include work done and leadership positions.
- *Miscellaneous.* Explain any additional points, including special skills that qualify you for this position.

## Relationship to the Academy

**Instructions** – If you answer “yes” to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of corresponding question.

1. Do or will you or your spouse have any contractual agreements with the academy?  Yes  No
2. Do or will you, your spouse, or any member of your immediate family have any ownership interest in any company contracting with the academy?  Yes  No
3. Did or will you or your spouse lease or sell property to the academy?  Yes  No
4. Did or will you or your spouse sell any supplies, materials, equipment or other personal property to the academy?  Yes  No
5. Have you or your spouse guaranteed any loans for the academy or loaned it any money?  Yes  No
6. Are or will you, your spouse or any member of your immediate family be employed by the academy or any of its contractors?  Yes  No
7. Did you or your spouse provide any start-up funds to the academy?  Yes  No
8. Did or do you or your spouse, or other member of your immediate family, have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would answer “yes” to any of questions 1-7?  Yes  No
9. Does any other board, group or corporation believe it has a right to control or have input on votes you will cast as a member of the school board?  Yes  No
10. Do you currently serve as a member of the board of any public school district or public charter school?  Yes  No
11. Do you currently serve as a public official?  Yes  No
12. To the best of your knowledge, are there situations not described above which may give the appearance of a conflict of interest between you and the academy, or which would make it difficult for you to discharge your duties or exercise your judgment independently on behalf of the academy?  Yes  No

## Ethical Issues

**Instructions** – If you answer “yes” to either of the following questions, please provide an explanation on a separate sheet of paper.

- Have you ever been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to a court, administrative agency, professional association, disciplinary committee, or other professional group?  Yes  No

- Are you presently, or have you ever been involved in administrative agency proceedings or civil litigation during the past five years? ( ) Yes ( ) No
- Has any business involving you, your spouse, close family members or close business associates been part of any administrative agency proceedings or civil litigation relevant to the board member position? ( ) Yes ( ) No

## **Criminal Background History**

The Sussex Academy board members are public officials appointed by the school board. All appointees will have to obtain a Criminal History Background check from the Delaware State Police.

**Instructions** – Complete this section by placing your initials in the space beside 1, 2 and/or 3. If you initial option 2 or 3, please provide on a separate sheet of paper what the charges were and which courts were involved.

1. \_\_\_\_\_ I have not been convicted of nor pled guilty or nolo contendere (no contest) to any crimes.
2. \_\_\_\_\_ I currently am charged with one or more crimes.
3. \_\_\_\_\_ I have been convicted of or pled guilty or nolo contendere (no contest) to one or more crimes.

I understand that if appointed:

- I must submit to a Criminal History Background check from the Delaware State Police.
- My appointment is not final until that report is received and reviewed by the school board.
- If the report received from the Delaware State Police is not the same as my representation(s) above or attached hereto respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my appointment is voided at the sole discretion of the Sussex Academy board.

## **Application Verification**

I recognize that all information submitted with this application or gathered by the Sussex Academy board as a result of this application becomes matter of public record, subject by law to disclosure upon request to members of the general public. I will hold the Sussex Academy, its board members, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this application process.

I understand that the Sussex Academy is under no obligation to appoint me or any nominee to the school board. My signature below certifies that all information provided in this application is true and complete.

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Signature

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Date