

**Massachusetts Association of School Business Officials/
Worcester State University Application
Post-Baccalaureate School Business Administrator (SBA)
Leadership Program Admission: 2017-2018 Cohort**

Deadline for applications is August 1, 2017. Acceptance decisions will be made by August 15, 2017 at the latest. Application addenda are noted at the bottom of this application. Please mail applications to MASBO at 87 Elm Street, Hopkinton, MA 01748 or fax to 978.452.7114. Please do not e-mail.

PERSONAL INFORMATION

Name _____ Male _____ Female _____

Date of Birth _____ Current or veteran member of the military? _____

Permanent Mailing Address _____

Personal Phone _____ Personal E-mail _____

EMPLOYMENT INFORMATION

Current Employer _____ Dates of Employment _____

Job Title _____ Name of Supervisor _____

Address _____ City _____ State _____ Zip _____

Previous Employer _____ Dates of Employment _____

Job Title _____ Name of Supervisor _____

Address _____ City _____ State _____ Zip _____

EDUCATION INFORMATION

Undergraduate college(s):

1. Institution _____ Location _____ GPA _____

Dates Attended _____ Degree _____ Major _____

2. Institution _____ Location _____ GPA _____

Dates Attended _____ Degree _____ Major _____

Graduate college(s):

1. Institution _____ Location _____ GPA _____

Dates Attended _____ Degree _____ Major _____

2. Institution _____ Location _____ GPA _____

Dates Attended _____ Degree _____ Major _____

Other degrees or certifications:

1. _____

2. _____

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION INFORMATION

Current license(s) held (if any) _____

MEPID # _____ MTEL: Date Passed _____ Not Yet Completed _____

REFERRAL

How did you hear about this program?

- Internet search
- MASBO website
- Worcester State University information
- MASBO member
- M.A.S.S. or MASC or other Education Association

- DESE
- Word of mouth
- Past or current student
- Family or friend
- Other

RACE AND ETHNICITY (for DESE reporting purposes only)

Race:

- Asian
- White
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Two or more races

Ethnicity:

- Non-Hispanic
- Hispanic

Employer Recommendation:

I recommend this candidate for participation in the MASBO/Worcester State University Post-Baccalaureate Program and agree to release this candidate to attend required program activities.

Employer's printed name, signature, and date

Assertions:

By signing below, I acknowledge my understanding that enrollment in the Program requires my commitment to attend classes and other required sessions, and participate fully in the curriculum and work assignments that satisfy requirements of the Program. I agree to arrange for employer approval of any work release time that might be required and to abide by the program's Academic and Financial Policies and Procedures Manual. I have applied for Department of Elementary and Secondary Education licensure as a school business administrator and uploaded all pertinent and available application materials to my ELAR profile.

Applicant's printed name, signature, and date

Please be aware that the Department of Elementary and Secondary Education may change licensure requirements. Information regarding educator licensure in the Commonwealth of Massachusetts can be found at <http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/>.

Worcester State University is accredited by the New England Association of Schools and Colleges.

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Required application addenda*:

- Non-refundable application fee of \$50 payable by check or credit card (by calling Sue McLaughlin, MASBO Executive Assistant, at 978-452-7044).
- Current resume or curriculum vitae.
- One letter of recommendation.
- Letter (on letterhead) from current or previous employer verifying completion of three full years of employment in a district-wide, school-based, or other educational setting OR completion of at least three full years of employment in a business management/administrative role in a business, educational, or other setting.
- Personal statement and description of alignment of the Program to professional goals (300-500 words);
- MTEL results must be submitted by November 15, 2017