

LETTER TO APPLICANTS
HAYWOOD COUNTY SCHOOLS
Waynesville, North Carolina

Dear Applicant:

We are pleased you are interested in the position of Superintendent of Haywood County Schools and encourage you to complete and submit an application. In order to be considered timely, the application must be submitted by 5:00 p.m. on May 14, 2018 by mail or email to: Patrick U. Smathers, Smathers & Smathers, 118 Main Street, Suite B, Canton, North Carolina, 28716, patsmathers@smatherslaw.com. Note, you may want to print or save a copy of your completed application, as you will not be able to access your application to review, edit, or add documents once the deadline has passed.

After the application deadline, completed applications will be forwarded to the members of the Haywood County Board of Education for review. The board will then invite selected applicants for interviews. The board hopes to make a final decision by June 11, 2018.

Your inquiry and application will be treated confidentially. By law, the board may not publicly release any of your application information without your consent. Thus, your information will not be released beyond the members of the Haywood County Board of Education, and the school board attorney. As noted on the application, the board also may need to contact references and conduct background checks on the finalists for the position. If you are selected as a finalist and the board requests this information, the school board attorney will contact you with the necessary notice, authorization, and release forms.

We look forward to receiving your completed application. If you have any questions as you gather the required information and complete the application, please feel free to contact Patrick U. Smathers at (828) 648-8240 or patsmathers@smatherslaw.com. Please do not attempt to contact, or ask anyone you know to contact the individual board members about your interest in or application for this position. All inquiries should go through the school board attorney.

Sincerely,

Haywood County Board of Education