

An Equal Opportunity / Affirmative Action Employer

INSTRUCTIONAL EMPLOYMENT APPLICATION	Today's Date:
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How did you find out about this position?

Posting (Where?) _____ Website (Where?) _____

Word of Mouth Newspaper Other: _____

PERSONAL INFORMATION

Full Name:

Permanent Address:

Mailing Address (if different)

Posting # (for position you are applying for): _____ E-Mail Address: _____

Home Phone No. _____ Cell No. _____

POSITION PREFERENCE

Teaching – Elementary		Teaching – Long Term Substitute	
Teaching – Secondary		Teaching Assistant	
Teaching – Per diem Substitute		Administrative	
Subject:	When are you available for employment?		

CERTIFICATIONS

Do you presently hold a valid New York State certification for the position for which you are applying? Yes No

TYPE	Subject Area	Date Issued	Date Expires	Certification Number
Initial				
Professional				
Provisional				
Permanent				

BACKGROUND INFORMATION

Are you a U.S. Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If not, have you filed a Declaration of Intent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you able to fulfill the citizenship requirements for a teaching position in the District?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you serving in the U.S. Armed Forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Did you receive a dishonorable discharge from the U.S. Armed Forces?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you ever been convicted of or pled guilty to a felony or misdemeanor crime?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are there any criminal charges pending against you?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever resigned from a position rather than face disciplinary action?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has any disciplinary action been brought against you at any time during your current or past employment?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

****If yes, please explain in a confidential letter and attach.***

EDUCATION & PROFESSIONAL TRAINING

(List in chronological order, beginning with High School)

School Name/Location	Graduate	Degree	GPA	Major
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Do you speak a language other than English? Yes No

List language(s) and degree of fluency:

Describe any scholastic honors or service awards you have received:

STUDENT TEACHING / ADMINISTRATIVE INTERNSHIP

(List in chronological order, beginning with the most recent)

District/School	Inclusive Dates		Grade / Subject Area	Immediate Supervisor <small>(Please include phone number or e-mail, for reference purposes)</small>
	From	To		

TEACHING / ADMINISTRATIVE EXPERIENCE

(List in chronological order, beginning with the most recent)

District/School	Type of Work	Dates of Employment		Reason for Leaving	Supervisor / Title <small>(Please include phone number or e-mail address for reference purposes)</small>
		From	To		

If presently employed, why are you seeking to leave your current position?

Have proceedings ever been initiated against you pursuant to NYS Education Law §3020a?*	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>*If yes, please explain in a confidential letter and attach.</i>		
Have you previously filed an application with the District?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you previously been employed with the District? If yes, when and in what capacity? (Please explain below)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been denied tenure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been granted tenure in any NYS public school or BOCES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, in which school district?	In what tenure area?	

NON-TEACHING EXPERIENCE

(List in chronological order particularly as it relates to the position for which you are applying)

Employer	Inclusive Dates		Type of Work	Supervisor/Title Please include phone # and E-mail for reference purposes
	From	To		

RELATED PROFESSIONAL EXPERIENCE

Please list any experience(s) you have with culturally or ethnically diverse groups or organizations; urban institutions; community partnerships or other professional organizations you are affiliated with.

List any academic, extracurricular activities, athletic activities or clubs you are able to direct/coach; any musical instruments you can play, or special hobbies, talents and interests.

REFERENCES

List below five (5) references of people who have first-hand knowledge of your character, personality, scholarship, teaching or leadership ability.

Name	Title	Organization	Phone #/E-mail

Please Note: Two (2) references must be immediate supervisors.

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VOLUNTARY AFFIRMATIVE ACTION INFORMATION

DATE: _____

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____

TELEPHONE #: _____ CELL #: _____

The Board of Education is committed to ensuring human rights in the school district. The Board, its officers and employees, will not discriminate against any student, employee or applicant for employment on the basis of race, color, sex, national origin, creed or religion, marital status, disability or age. The school district will establish and maintain an atmosphere in which all children can develop attitudes and skills for effective, cooperative living. This policy of non-discrimination includes access by students to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees, and employment pay and benefits.

This form will be used to support Policy 0100 and to maintain applicant flow data by race and gender.

In an effort to comply with requirements regarding District record keeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated. Please be advised that your survey is NOT a part of your official application for employment. It is considered confidential information and will not be used in any hiring decision.

PLEASE CHECK APPROPRIATE CATEGORIES:

- | | |
|--|--|
| 1. U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> | 4. <input type="checkbox"/> Asian |
| | <input type="checkbox"/> Black or African American |
| 2. Male <input type="checkbox"/> Female <input type="checkbox"/> | <input type="checkbox"/> White |
| | <input type="checkbox"/> American Indian or Alaskan Native |
| 3. Hispanic/Latino Yes <input type="checkbox"/> No <input type="checkbox"/> (Please check one) | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

EDUCATION LEVEL:

- | | |
|---|--|
| <input type="checkbox"/> HS Diploma/ GED | <input type="checkbox"/> Bachelor's Degree completed |
| <input type="checkbox"/> Freshman year completed | <input type="checkbox"/> BS +30 or more credits |
| <input type="checkbox"/> Sophomore year completed | <input type="checkbox"/> Master's Degree completed |
| <input type="checkbox"/> Associate Degree completed | <input type="checkbox"/> MS +30 or more credits |
| <input type="checkbox"/> Junior year completed | <input type="checkbox"/> Doctorate completed |

TOTAL YEARS OF PRIOR TEACHING EXPERIENCE (if applicable): _____

While the provision of this information is voluntary on your part, our statutory responsibilities require the collection of reliable information and we, therefore, encourage you to participate.