

EMPLOYMENT APPLICATION

Box 70, Middle Settlement Road
 New Hartford, N.Y. 13413-0070

POSITION PREFERENCE

Teaching <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Subject _____	Administration <input type="checkbox"/> Position _____	Non-Teaching <input type="checkbox"/> Position _____
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PERSONAL INFORMATION

Name _____

Present Mailing Address _____
(Include Zip Code)

Permanent Mailing Address _____
(Include Zip Code)

Social Security No. _____ NYS Retirement System No. _____

Are you capable of performing in a reasonable manner, the activities involved in the job or occupation for which you have applied? Yes No If no explain: _____

Do you have a legal right to work in the United States? Yes No

If you are an alien with a legal right to work in the United States, and are applying for a teaching position, do you intend to apply for United States Citizenship? Yes No

Have you ever been convicted of a crime? Yes No If yes explain: _____

Did you receive a dishonorable discharge? Yes No N/A
(A dishonorable discharge is not an absolute bar to employment, and other factors will affect a final hiring decision.)

Are you an exempt volunteer fireman? (Civil Service Law Section 75) Yes No

Have you ever been fingerprinted for the purpose of employment? Yes No

If yes, where? _____ When? _____

CERTIFICATION/LICENSE

I hold the **New York State** Teaching/Administrative Certificate(s) described below:

Initial	Area	Date Issued
Initial <input type="checkbox"/> Professional <input type="checkbox"/> Provisional <input type="checkbox"/> Permanent <input type="checkbox"/>	Certification of Qualification <input type="checkbox"/>	_____
Initial <input type="checkbox"/> Professional <input type="checkbox"/> Provisional <input type="checkbox"/> Permanent <input type="checkbox"/>	Certification of Qualification <input type="checkbox"/>	_____
Teaching Assistant <input type="checkbox"/> Temporary/Continuing <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Pre-Professional <input type="checkbox"/>		Date Issued _____
If you do not have a New York State Teaching Certificate, have you made application for one? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have an evaluation of your NYS certificate status? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If yes, enclose a copy)</i>		
Other licenses held; type and issuing authority: _____		

EDUCATIONAL PREPARATION

Name and Location of School	Nature of Studies	Did You Graduate?
High school		

Name and Location of School	Dates Attended	Nature of Studies	Degree	Date Granted
College (Undergraduate)*				
College (Graduate)*				
Vocational/Technical/Trade*				

**Provide copy of transcripts (substitute teachers excluded).*

TEACHING OR ADMINISTRATIVE EXPERIENCE

List most recent experience first. Include any substitute or part time teaching, and indicate as such.

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

OTHER WORK EXPERIENCE

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

TENURE STATUS

Were you ever appointed on tenure in a public school district in New York? Yes No If yes complete

Tenure Area: _____ Effective Date: _____

Name and address of school district where tenure was granted: _____

Were you ever dismissed from the school district conferring tenure pursuant to Education Law section 3020-a? Yes No

PROFESSIONAL & SCHOLASTIC ORGANIZATIONS, MEMBERSHIPS, HONORS

(Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members.)

OTHER SKILLS AND ABILITIES

(e.g. coaching, ability to use sign language)

REFERENCES

List four individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address, and telephone number of your last supervisor who we may contact for a personal or professional reference.

Name	Position	Address & Telephone

May we refer to your present employer? Yes No
May we refer to your former employer(s)? Yes No

Placement Folder may be secured from: (Name and Address) _____

