FOR OFFICE USE ONLY

Date Interviewed:	
Date Employed:	
Years Credited:	
Step:	
Salary:	

Fort Edward Union Free School District

Instructional Staff Employment Application

General Information

Name: _____ SSN: _____

Any other name by which you may have been known in the past: _____

Present Address: _____

_____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Are you a member of the NYS Teachers' Retirement System? ☐ YES ☐ NO

If yes, Retirement #_____

Tier: _____

Position Preference

Subject Area or Grade: _____

Are you presently under contract? _____ Date available for work: _____

List and sports or activities which you are able to direct or coach successfully: _____

_____

Personal Data

Have you served in the military?	☐ YES	☐ NO	Dates Served: _____ Rank at Time of Discharge: _____
Have you ever been asked to resign or terminated from employment because of a disciplinary action?	☐ YES	☐ NO	If yes, please explain on a separate sheet.
Has your teaching certification even been terminated or temporarily suspended pursuant to a Part 83 Hearing?	☐ YES	☐ NO	If yes, please explain on a separate sheet.
Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?	☐ YES	☐ NO	If yes, please explain on a separate sheet.
Are you legally eligible for employment in this country?	☐ YES	☐ NO	

Upon employment you will be asked to produce identification in accordance with the Immigration Reform and Control Act of 1985.

Public Notification

The Fort Edward Union Free School District is an equal opportunity employer. The FEUFSD does not discriminate on the basis of race, color, national origin, creed, gender, sexual orientation, age, handicap, or as otherwise decreed by Law, an is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Accordingly, nothing in this application should be viewed as expressing directly or indirectly any limitations, specification, or discrimination in connection with these listed areas. The Compliance Office for Title IX and Section 504 can be contacted through the Superintendent's Office, Fort Edward Union Free School, 220 Broadway, Fort Edward, New York, 12828.

Educational Preparation

Name and Location of School	Major/Minor	Dates Attended	GPA	Degree	Semester Hours	Year of Grad.
College (Undergraduate)						
College (Undergraduate)						
College (Graduate)						
Vocational/Technical Trade						

Student Teaching/Internship

Date	Name and Location of School	Subject or Grade Level	Cooperating Teacher	Supervisor

Tenure Status

Were you ever appointed to tenure in a public school district in New York State?

☐ Yes (if yes, please complete section)
☐ No

Tenure Area: _____ Date Tenure Granted: _____

Name and address of school where tenure was granted: _____

_____

Following the conferral of tenure, were you ever dismissed from a school district pursuant to New York Education Law Section 3012 and 3020a?

☐ Yes
☐ No

Certification/Professional License Information

It is the applicant's responsibility to have official college transcripts, placement folder (if available), or a minimum of three written references, and a copy of any certification or licensure issued by the State of New York forwarded to the Superintendent's Office.

I hereby certify that I hold a teaching certificate issued by the University of the State of New York as follows:

Area of Certification	**Form (provisional, Permanent, Initial, Professional, etc.)**	**Date**

A candidate not officially certificated to teach in the public schools of New York State should give the status of his or her application, if any, as follows (check one):

☐ Application submitted to and approved by NYSED - certificate forthcoming
☐ Application filed, decision pending
☐ Application not filed

Have you taken the required New York State Teacher Examinations?

☐ Yes
☐ No

List non-New York Teaching Certificates: _____

List any New York professional licenses that you hold: _____

Employment History (Most Recent First)

1. Employer Name	Telephone:		
Address	Dates Employed:	From:	To:
Job Title	Summarize the nature of work performed and job responsibilities		
Immediate Supervisor Name and Title			
Reason for leaving			
May we contact this employer for a reference?	☐ Yes	☐ No	☐ Later
2. Employer Name	Telephone:		
Address	Dates Employed:	From:	To:
Job Title	Summarize the nature of work performed and job responsibilities		
Immediate Supervisor Name and Title			
Reason for leaving			
May we contact this employer for a reference?	☐ Yes	☐ No	☐ Later
3. Employer Name	Telephone:		
Address	Dates Employed:	From:	To:
Job Title	Summarize the nature of work performed and job responsibilities		
Immediate Supervisor Name and Title			
Reason for leaving			
May we contact this employer for a reference?	☐ Yes	☐ No	☐ Later
4. Employer Name	Telephone:		
Address	Dates Employed:	From:	To:
Job Title	Summarize the nature of work performed and job responsibilities		
Immediate Supervisor Name and Title			
Reason for leaving			
May we contact this employer for a reference?	☐ Yes	☐ No	☐ Later

Other Reference Familiar with Your Work

Name	Address	Phone	Relationship

Personal Statement

In the space below, please give a statement covering any additional points which will help in judging your suitability for a position, including such things as: (a) Any special talents or experiences that would have a positive impact on students. (b) Any additional information of interest or value regarding your candidacy.

I hereby authorize Fort Edward Union Free School to make any investigation of my past employment and waive the right of access to any information submitted by these references. All statements by me on this application are true and complete. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment.

Date: _____ **Signature of Applicant:** _____

Application invalid without signature and date

Fill out application as completely as possible and mail to:

Mr. Benjamin Halsey
Superintendent of Schools
Fort Edward Union Free School District
220 Broadway
Fort Edward, NY 12828

You will be contacted by the District if you are a candidate for a position in the Fort Edward Union Free School District. If you are not contacted, your application will be kept on file for one year and you will not be notified.

Revision: 9/2024