

EMPLOYMENT APPLICATION

POSITION PREFERENCE

Teaching ☐ Teaching Assistant ☐
Substitute Teaching ☐ Substitute Teaching ☐

Administration ☐

Coach ☐ Tutor ☐
Other ☐

Subject

Position

Position

PERSONAL INFORMATION

Name _____
Last First Middle

Email _____

Present Mailing Address _____
(Include Zip Code)

City

State

Zip Code

Tel. _____
(Include Area Code)

Permanent Mailing Address _____
(Include Zip Code)

City

State

Zip Code

Tel. _____
(Include Area 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 firefighter? (Civil Service Law Section 75) Yes ☐ No ☐

CERTIFICATION/LICENSE

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

			Area	Date Issued
Permanent <input type="checkbox"/>	Provisional <input type="checkbox"/>	Certification of Qualification <input type="checkbox"/>		
Initial <input type="checkbox"/>	Professional <input type="checkbox"/>	Transitional <input type="checkbox"/>		
Permanent <input type="checkbox"/>	Provisional <input type="checkbox"/>	Certification of Qualification <input type="checkbox"/>		
Initial <input type="checkbox"/>	Professional <input type="checkbox"/>	Transitional <input type="checkbox"/>		

If you do not have a New York State Teaching Certificate, have you made application for one? Yes ☐ No ☐

Do you have an evaluation of your NYS certificate status? Yes ☐ No ☐ *(If Yes, enclose a copy)*

Other licenses held; type and issuing authority: _____

Have you received fingerprint clearance from the New York State Education Department? Yes ☐ No ☐

EDUCATIONAL PREPARATION

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

College (Undergraduate)*	Name and Location of School	Dates Attended	Nature of Studies	Degree	Did You Graduate?

College (Graduate)*	Name and Location of School	Dates Attended	Nature of Studies	Degree	Did You Graduate?

Vocational/Technical/Trade*	Name and Location of School	Dates Attended	Nature of Studies	Degree	Did You Graduate?

**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	Salary

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: _____

Were you ever dismissed from the school district conferring tenure pursuant to Education Law section 3020-a?

Yes ☐ No ☐

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

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 at this time? Yes ☐ No ☐

May we refer to your former employer(s) at this time? Yes ☐ No ☐

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

MISSION STATEMENT

To inspire, cultivate, and empower all learners to maximize their potential.

VISION STATEMENT

Together with our community, the Whitesboro Central School District provides a dynamic, comprehensive program committed to relevant, engaging, individualized experiences, while fostering a culture of personal and professional growth in a safe, diverse, positive learning environment.

APPLICANT'S STATEMENT

(Give any additional information that you think might be of value in considering you for a position. If necessary, attach an additional sheet of paper.)

I hereby affirm that the information provided on this application and accompanying resume materials is true and complete to the best of my knowledge. I acknowledge that any false or misleading information, or significant omissions, may disqualify me from further consideration from employment, or be considered grounds for dismissal if investigated and/or discovered at a later date. I authorize Whitesboro Central School District to investigate and obtain copies of records relating to my employment history, credit record, and education, and to investigate any other information provided in connection with this application. I agree to cooperate in such investigation. I authorize all former employers, credit agencies and educational institutions to provide job-related information to the Whitesboro Central School District. I release them and the Whitesboro Central School District from all liability for supplying or requesting such information as part of such an investigation.

Applicant's Signature

Date

Please return completed application to:

**Whitesboro Central School
Assistant Superintendent
65 Oriskany Blvd. Suite 1
Whitesboro, NY 13492**

Whitesboro Central School District is in compliance with Title IX and Section 504 and is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, disability, or any other legally protected status.