



# EMPLOYMENT APPLICATION

***The mission of the Sauquoit Valley Central School District is to ensure that each student will become a life-long learner and a responsible citizen in an ever-changing world.***

Check the position for which you are applying and provide the requested information:

- ☐ Teaching. Content area and/or grade level: \_\_\_\_\_
- ☐ Non-Teaching. Position title: \_\_\_\_\_
- ☐ Administrative. Position title: \_\_\_\_\_
- ☐ Substitute Teaching. Preferred grade levels, if any: \_\_\_\_\_

## APPLICANT INFORMATION

- 1) Applicant Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_
- 2) Mailing Address: \_\_\_\_\_
- 3) City: \_\_\_\_\_ 4) State: \_\_\_\_\_ 5) Zip Code: \_\_\_\_\_
- 6) Phone Number: \_\_\_\_\_ 7) Email Address: \_\_\_\_\_
- 8) NYS Retirement System Number, if applicable: \_\_\_\_\_
- 9) Are you capable of performing, in a reasonable manner, the activities involved in the job for which you are applying?
- ☐ Yes
- ☐ No. Please explain: \_\_\_\_\_

## PRIOR PROFESSIONAL EXPERIENCE & EDUCATION

- 10) Prior Experience in Education, if applicable

Starting Date	Ending Date	District Name & Location	Title of Position	Reason for Leaving

- 11) Have you ever received tenure in a public school district in New York State?

- ☐ Yes. District granting tenure: \_\_\_\_\_
- Tenure Area: \_\_\_\_\_ Starting date of tenure appointment: \_\_\_\_\_
- ☐ No

12) Other Employment Experience, if applicable

Starting Date	Ending Date	Company Name & Location	Title of Position	Reason for Leaving

13) Education

Type of Degree	Educational Institution	Field(s) of Study	Date Degree Conferred or Anticipated

## CERTIFICATIONS & LICENSES

14) Select the appropriate option (Indicate Initial, Professional, Provisional, Permanent, etc. as applicable):

- ☐ I currently hold the following NYS certificate(s) and license(s): \_\_\_\_\_
- \_\_\_\_\_
- ☐ I do not hold a NYS certification or license but have applied for one in: \_\_\_\_\_
- \_\_\_\_\_
- ☐ I have never filed an application for a NYS certification.

## REFERENCES

15) List 3 individuals with knowledge of your professional skills and abilities, including your current or last supervisor.

Reference Name	Reference Professional Title	Relationship to Applicant	Phone Number(s)

## FINGERPRINTING

16) All new applicants for employment must be fingerprinted through New York State. Choose the appropriate option:

- ☐ I have been fingerprinted and will complete and submit the attached OSPRA 102 form with my application, OR
- ☐ I have not been fingerprinted previously and will complete the instructions provided on the last page of this application to be fingerprinted.

## PRIOR HISTORY & ATTESTATION

17) Have you ever been convicted of a crime or other violation of law, other than a minor traffic offense, or is any such case currently pending? Note that the phrase "violation of law" includes not only felonies and misdemeanors, but also quasi-criminal violations such as disorderly conduct.

☐ Yes

☐ No

18) Have you ever had a conviction for any violation of law sealed or expunged? Note that the term "conviction" includes pleas of "guilty" and "no contest."

☐ Yes

☐ No

19) Have you ever had a license or certificate of any sort suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, any sort of license or certificate in any state?

☐ Yes

☐ No

20) If you answered YES to question 17, 18, or 19, provide full details below. Include the following, as applicable: the specific court or agency involved, the specific violation(s) charged, date(s) of charges, and final disposition of the case. Note that a conviction or other similar disposition is not necessarily an automatic bar to employment.

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21) Have you ever been discharged or asked to resign from a prior position?

☐ Yes

☐ No

22) Have you ever resigned from a prior position after a complaint was received about you, or while your conduct was under investigation or review, or while disciplinary action was pending against you, or when your employer was likely to take disciplinary action against you?

☐ Yes

☐ No

23) If you answered YES to question 21 or 22, provide full details below. Include the following, as applicable: the specific employer involved, the date of the specific work infraction(s) charged, and the final disposition of the matter.

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24) I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission on this form may be a crime, and will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered. I give the District the right to investigate all references and to obtain additional job-related information about me. I hereby release from liability for money damages not only the District, but also any of its representatives who investigate the facts set forth herein, as well as anyone disclosing information to them, in connection with this employment application.

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Signature of Applicant

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Date

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**APPLICANT: Submit an updated resume and copies of your transcripts with your application.**

Submit your application materials as follows:

- Email the Secretary to the Superintendent, Marie Goodman, at [mgoodman@svcsd.org](mailto:mgoodman@svcsd.org), OR
- Mail materials to:

Secretary to the Superintendent  
Sauquoit Valley Central School District  
2601 Oneida Street  
Sauquoit, NY 13456

*Thank you for your interest in serving our students!*

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#### **INSTRUCTIONS FOR THOSE WHO NEED TO BE FINGERPRINTED**

1. Navigate to <http://www.identogo.com>
2. Click the Get Fingerprinted button at the top of the page.
3. Select New York from the list of states and click Go.
4. Click Digital Fingerprinting.
5. Enter the following code: **14ZGR7** (the first character is one) and click Go.
6. Click the Schedule or Manage Appointment link.
7. Follow the prompts to schedule an appointment.

Note that the site contains additional information, including what you should bring to your appointment.

**After you have had your appointment, please contact the Secretary to the Superintendent at (315) 839-6311.**

You may also direct any questions to the Secretary to the Superintendent via the same phone number.