

APPLICATION FOR PROFESSIONAL EMPLOYMENT



PERSONAL INFORMATION

Position applied for: _____ Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security Number: _____ Are you a United States Citizen? Yes No

Present Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ - _____ Best time to call you: _____

Permanent Address: _____ Telephone: _____ - _____

NEW YORK STATE CERTIFICATION

Yes No Pending (If yes, complete below)

Level: _____ Subject: _____ Provisional Permanent

Effective Date: _____ Expiration Date: _____ Number: _____

NYS Retirement Number: _____

CERTIFICATION OUT OF NEW YORK STATE

Yes No Pending State: _____ Type: _____ Number: _____

POSITION DESIRED

Early Childhood: Primary: Junior HS (Subject): _____

Senior High School (Subject): _____ Special Subject: _____

Administrative: _____ When would you be available for employment? _____

EDUCATION

Since educational background is a factor in salary determination, please be accurate in filling out this section. Transcripts will be required to validate all statements.

NAME OF SCHOOL AND LOCATION: INCLUDE HIGH SCHOOL, COLLEGE, GRADUATE WORK AND SUMMER SESSIONS IN ORDER TAKEN	DATES OF ATTENDANCE				SEMESTER CREDIT HOURS	DEGREE	MAJOR	MINOR
	FROM MONTH	FROM YEAR	TO MONTH	TO YEAR				

EXPERIENCE

Begin with most recent position. Include active military service, and business experience, if any.

NAME & ADDRESS OF EMPLOYER	POSITION HELD	SUPERVISOR	FROM		TO		SALARY

Did you receive tenure in another school district within New York State? Yes No

District: Date Received: Area:

STUDENT TEACHING EXPERIENCE

NAME OF SCHOOL	LOCATION	GRADE OR SUBJECT	COOPERATING TEACHER	FROM		TO	

PERSONAL DATA

List the professional organization to which you now belong:

List the civic or fraternal organizations to which you now belong (you may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status):

What sports can you coach?

What extra curricular activities are you willing to supervise or sponsor?

List foreign languages spoken:

Are you now or have you ever been a member of any organization which advocates overthrow of the government of the United States or the government of New York State:

Were you ever convicted of a crime other than a minor traffic violation: Yes No

(YES answers to the above must be explained on a separate sheet by citing date, offense and disposition of case)

ADDITIONAL INFORMATION

Give any additional information which you think might be of value in our considering you for a position

[Blank text area for additional information]

PROFESSIONAL REFERENCES

1. Name: [] Phone: []
Address: []
City: [] State: [] ZIP Code: []
Professional Relationship: []

2. Name: [] Phone: []
Address: []
City: [] State: [] ZIP Code: []
Professional Relationship: []

3. Name: [] Phone: []
Address: []
City: [] State: [] ZIP Code: []
Professional Relationship: []

To the best of my knowledge and belief, the information contained herein is accurate and correct. I hereby grant permission to verify any and all information contained in this application, including present and past employment and references and the absence (or presence) of criminal convictions.

PLEASE RETURN THIS APPLICATION TO:

**Human Resources Office
Hempstead Public Schools
185 Peninsula Boulevard
Hempstead, NY 11550
Attn: Personnel Administrator**

Signature of Applicant:

Date:

**HEMPSTEAD SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION**

This notification is to certify that The Hempstead Union Free School District does not discriminate on the basis of race, color, weight, religion, religious practice, creed, national origin, ethnic group, political affiliation, gender (including gender identity and expression), age, marital status, sex, sexual orientation, pregnancy, military status, veteran status, genetic pre-disposition or carrier status, ancestry, disability or any other legally protected status in its employment opportunities or educational/vocational programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

Anyone who believes he/she has been subjected to prohibited discrimination, harassment or retaliatory behavior or who has witnessed anyone engaging in such prohibited activity should immediately contact his or her supervisor (if an employee) and/or the District's designated Compliance Officer at the contact information below. If, for any or no reason, an individual is hesitant to bring the matter to the attention of his or her supervisor (if an employee) or the District's designated Compliance Officer, a report can be properly made to the Superintendent of Schools. Inquiries concerning the non-discrimination policies and procedures may be referred to the District's designated Compliance Officer, or to the U.S. Department of Education, Office for Civil Rights, at the contact information below. Complaints of sexual harassment or discrimination are covered by policy 0110.

The District's designated Compliance Officer responsible for the above compliances is Dr. Rodney Gilmore. The Compliance Officer can be contacted at 185 Peninsula Boulevard, Hempstead, New York 11550, Phone (516) 434-4020; email: rgilmore@hempsteadschools.org. The Compliance Officer will provide information, including complaint procedures, to any student, employee or person who feels that his or her rights have been violated.

You may also contact the U.S. Department of Education's New York Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005; Phone: (646) 428-3800; email: ocr.newyork@ed.gov.