

SAUGERTIES CENTRAL SCHOOL DISTRICT

Call Box A
Saugerties, NY 12477

Certified Employment Application

RECOMMENDED ASSIGNMENT

As \_\_\_\_\_
For \_\_\_\_\_
Building \_\_\_\_\_
Effective Date \_\_\_\_\_
Step \_\_\_\_\_ Degree/Credits \_\_\_\_\_
Salary Rate \_\_\_\_\_
Comment: \_\_\_\_\_
Initials \_\_\_\_\_

POSITION PREFERENCE

( ) Elementary
( ) Secondary
( ) Special Education
( ) Teaching Assistant
( ) Administration
( ) Substitute Teacher
( ) Home Teacher
( ) Coach
Grade Level \_\_\_\_\_
Subject/Area \_\_\_\_\_

The Saugerties Central School District does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, veteran status, gender or disability in its educational programs, activities, and employment practices. Inquiries regarding this policy of equal opportunity should be referred to the Superintendent, Saugerties Central Schools, PO Call Box A, Saugerties, New York 12477.

Please complete all sections of this application, even if you have submitted a resume. Please type or print in pen.

PERSONAL INFORMATION

Name \_\_\_\_\_
Last First Middle

Other Names \_\_\_\_\_
(Indicate any other last name by which you have been known to enable a check of your work or school record)

Permanent Mailing Address \_\_\_\_\_
E-Mail Address \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_
Alternate Mailing Address (Effective \_\_\_\_\_) \_\_\_\_\_
Telephone No. (\_\_\_\_) \_\_\_\_\_

Years at Permanent Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If no, have you applied for U.S. Citizenship? \_\_\_\_\_

New York State Teachers Retirement System No. \_\_\_\_\_

In your most recent position, how many days were you absent during your last year of employment due to personal illness, family illness, bereavement, or personal business? \_\_\_\_\_

How did you receive information about this position? \_\_\_\_\_

CERTIFICATION

Table with 6 columns: Area, Number, State, Status (C.O./Prov./Perm), Effective Date, Expiration Date. Includes multiple rows for certification entries.

Are you certified to coach in New York State secondary schools? \_\_\_\_\_

**EDUCATIONAL PREPARATION**

Name and Location <u>of School</u>	Dates <u>Attended</u>	<u>Major</u>	Sem. <u>Hrs.</u>	<u>Minor</u>	Sem. <u>Hrs.</u>	Diploma/ <u>Degree</u>	<u>Date</u>
---------------------------------------	--------------------------	--------------	---------------------	--------------	---------------------	---------------------------	-------------

High School \_\_\_\_\_

College \_\_\_\_\_

Graduate Work \_\_\_\_\_

Special Training \_\_\_\_\_

Indicate scholastic average for	All Undergraduates College Work _____
	Major Field – undergraduate _____
	Graduate Work _____

Scholastic Honors \_\_\_\_\_

**STUDENT TEACHING EXPERIENCE**

School & Supervisory <u>Teacher</u>	<u>Date</u>	No. of <u>Weeks</u>	Specific Nature <u>of Position</u>
--	-------------	------------------------	---------------------------------------

**EMPLOYMENT EXPERIENCE**

List most recent experience first:

Name and Address of Employer	Supervisor's name and Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
---------------------------------	--------------------------------	-----------------	---------------	-----------------------

Phone (\_\_\_\_\_) \_\_\_\_\_ Annual Salary \_\_\_\_\_

Title: \_\_\_\_\_ Describe briefly the work you did: \_\_\_\_\_

=====

Name and Address of Employer	Supervisor's Name and Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
---------------------------------	--------------------------------	-----------------	---------------	-----------------------

Phone (\_\_\_\_\_) \_\_\_\_\_ Annual Salary \_\_\_\_\_

Title: \_\_\_\_\_ Describe briefly the work you did: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE (Cont'd.)**

Name and Address of Employer	Supervisor's Name and Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Phone (_____)	_____	Annual Salary _____
Title: _____	Describe briefly the work you did: _____			

Name and Address of Employer	Supervisor's Name and Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Phone (_____)	_____	Annual Salary _____
Title: _____	Describe briefly the work you did: _____			

Have you ever received tenure in any public school district or BOCES in New York State? \_\_\_\_\_  
 If yes, date \_\_\_\_\_ and District \_\_\_\_\_  
 Have you ever been denied tenure? \_\_\_\_\_  
 Have you ever been found guilty of Section 3020a Education law charges? \_\_\_\_\_  
 Have you ever been other than honorable discharged from the U.S. Armed Services? \_\_\_\_\_  
 Have you ever been terminated from an employment position? \_\_\_\_\_ If yes, please explain when, where and the circumstances on a separate sheet.

List any employers given above you do not wish us to contact \_\_\_\_\_

**UNITED STATES ARMED SERVICES RECORD**

<u>Dates</u> From _____ To _____	<u>Branch</u>	<u>Highest Rank</u>	<u>Total Months</u>	<u>Do you have any continuing Reserve Obligations?</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**RELATED PROFESSIONAL EXPERIENCES  
AND INTERESTS**

What sports do you feel competent to coach? \_\_\_\_\_

What School District clubs or extracurricular activities would you be interested in supervising? \_\_\_\_\_

**REFERENCES**

List the names of three references who have closely observed your work as a teacher, employee or student. Recommendations by present and former superintendents, principals and other supervisors are preferred.

1. Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_

2. Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_

3. Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_

=====

**ADDITIONAL INFORMATION**

Have you ever been convicted of a crime, excluding minor traffic offenses? \_\_\_\_\_  
If yes, please explain on a separate sheet.

Are you capable of substantially performing the duties of the job for which you are making application, with or without a reasonable accommodation? \_\_\_\_\_

If a reasonable accommodation is requested, please state the nature of the reasonable accommodation. \_\_\_\_\_

**AUTHORIZATION**

I HEREBY AUTHORIZE YOU TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, FINANCIAL CREDIT AND EMPLOYMENT RECORD. I WAIVE MY RIGHT OF ACCESS TO ANY INFORMATION PROVIDED BY ANY REFERENCES OR OTHER SOURCES IN THE PROCESS OF INVESTIGATING MY PERSONAL BACKGROUND AND WORK RECORD.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**AFFIRMATION**

Inaccurate information and/or accompanying documents may result in disqualification from employment, withdrawal of an offer of employment, or dismissal from employment.

*I declare and affirm that the information provided in this application and any accompanying documents are true, complete and correct.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_