

Instructional/Administrative Employment Application

Position Preference

☐ Teaching

☐ Substitute Teaching

Subject Area: _____

☐ Teaching Assistant

☐ Substitute Teaching Assistant

☐ Administrative

Position: _____

Personal Information

Please print

Name _____
Last First Middle

Present Mailing Address _____ Phone (____) ____-____

_____ Zip _____

Permanent Mailing Address _____ Phone (____) ____-____

_____ Zip _____

Social Security _____-____-____ Retirement No. _____

Are you a U.S. Citizen? ☐ Yes ☐ No If no, have you filed a declaration of intention to become a citizen? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No If yes, explain: _____

Have you been fingerprinted pursuant to Part 87 of the Regulations of the Commissioner of Education (Criminal/History Record Check for Prospective School Employees & Applicants for Certification)? ☐ Yes ☐ No

Are you a dishonorably discharged veteran? ☐ Yes ☐ No ☐ N/A

Certification/License

I hold the New York State Teaching/Teaching Assistant/Administrative Certificate(s) described below. *Please provide copies*

Subject Area	Type*	Effective Date	Expiration Date (if applicable)

*Teaching: Provisional, Permanent, Initial, Professional, Transitional

*Teaching Assistant: Temporary, Continuing, Level I, Level II, Level III, Pre-Professional

*Administrative: SAS, SDA, SBA

Other License(s) held: type and issuing authority _____

Educational Preparation

Name and Location of School			Did You Graduate? (Yes or No)
High School			

Name and Location of School	Nature of Studies	Degree Rcvd	Did You Graduate? (Yes or No)
College (Undergraduate)*			
College (Graduate)*			
Vocational/Technical/Trade*			

*provide copy of transcripts

Teaching or Administrative Experience

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

Other Work Experience

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

Tenure Status

Were you ever granted tenure in a public school district in New York? ☐ Yes ☐ No If yes, complete following:

Tenure Area _____ Effective Date _____

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

☐ 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

For example: knowledge of sign language, coaching.

References

List five 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 may be contacted for a personal or professional reference.

Name	Position	Address & Telephone No. (home and work)

May we refer to your present employer? ☐ Yes ☐ No May we refer to your former employer? ☐ Yes ☐ No

In addition, your placement folder should be sent directly to the school district.

Applicant's Statement

Give any additional information that you think might be of value in considering you for a position.

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.

Applicant's Signature

Date

Return with the completed application: cover letter, resume, a copy of your certification, original transcripts and three current letters of reference or college placement folder to:

Mr. Robert Montgomery
Superintendent of Schools
Onondaga Central School District
4466 South Onondaga Road
Nedrow, New York 13120
(315) 552-5000

Equal Opportunity Employer

No person shall be denied equal protection of the laws of this County, State, Nation or any subdivision thereof. No person shall, because of race, creed, religion, age, sex, national origin or sponsor, be subjected to any discrimination in his civil rights by any person, department or any institution, agency or subdivision of this school district. The New York State Human Rights Law prohibits discrimination because of age.