

Waterville Central School
381 Madison Street, Waterville, NY 13480

EMPLOYMENT APPLICATION

POSITION PREFERENCE

Teaching Substitute Teaching Subject _____	Administration Position _____	Non-Teaching Position _____	Coaching Position _____
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PERSONAL INFORMATION

Name _____ Tel: _____
Last First Middle Initial (inc. Area Code)

Address: _____ Email: _____
_____ DOB: _____

Social Security No. _____ Teach ID No. _____

Ethnicity: (Hispanic/Latino) (American Indian or Alaska Native) (Asian) (Black or African American)
Please circle (Native Hawaiian/Other Pacific Islander) (White) (Other)

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 State, and are applying for a teaching position, do you intend to apply for a United States Citizenship? YES NO

Are you an exempt volunteer fireman? (Civil Service Law Section 75) YES NO

Have you ever been fingerprinted for the purpose of employment at a school district? YES NO

If YES, where? _____ When? _____

CERTIFICATION/LICENSE

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

Certification Area:	<u>Initial</u>	<u>Professional</u>	<u>Provisional</u>	<u>Permanent</u>
_____	Control No. _____	Date: _____		
_____	Control No. _____	Date: _____		

Teaching Assistant (circle one): Temporary/Continuing Level I Level II Level III Date Issued _____

If you do not have a New York State teaching Certificate, have you made an application for one? YES NO
Do you have an evaluation of your NYS Certificate Status? YES NO (If YES, enclose copy)

COACHING CERTIFICATION

Do you hold a New York State Coaching Certification? YES NO
 If NO, have you completed any of the following?

Current CPR and First Aid	YES	NO
Theory & Techniques of Coaching	YES	NO
Health Science	YES	NO
Philosophy/Principles of Athletics	YES	NO

EDUCATIONAL PREPARATION

Name and Location of School	Nature of Study	Did You Graduate
High School		
_____	_____	YES NO
_____	_____	
College (Undergraduate)		
_____	_____	YES NO
_____	_____	
College (Graduate)		
_____	_____	YES NO
_____	_____	
Vocational/Technical/Trade		
_____	_____	YES NO
_____	_____	

**Provide copies of transcripts (substitute teachers excluded)*

WORK EXPERIENCE

List your most recent experience first. Include any substitute or part time teaching and indicate as such.

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

TENURE STATUS

Were you ever appointed Tenure in a public school district in New York? YES NO If YES complete

Tenure Area: _____ Effective Date: _____

Please provide documentation of your Tenure from your tenure place of employment.

Were you ever dismissed from the school district conferring tenure pursuant to Education Law, Section 3020-a?
 YES NO

**PROFESSIONAL & SCHOLASTIC ORGANIZATIONS,
MEMBERSHIPS, HONORS**

(Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its member.)

OTHER SKILLS AND ABILITIES

(e.g., Coaching, Ability To Use Sign Language, etc.)

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 your personal or professional reference.

<u>Name</u>	<u>Position</u>	<u>Address & Telephone</u>

May we refer to your present employer? YES NO
May we refer to your former employer? YES NO

Placement Folder may be secured from: (Name & Address) _____

HISTORY

1. Have you ever been convicted of a crime or other violation of law, other than a minor traffic offence, or is any such case currently pending? YES NO Have you ever had a conviction for any violation of law sealed or expunged? YES NO **Note that the phrase "violation of law" includes not only felonies & misdemeanors, but also quasi-criminal violations such as disorderly conduct. Also, the term "conviction" includes pleas of "guilty" and "no contest".*

2. 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

If you answered YES to questions 1 or 2, provide full details on an additional sheet, including the specific court or agency involved (e.i. County Court, County of _____, New York), the address of the court or administrative agency involved, the specific violation(s) charged including the date thereof, and the final disposition of the case (e.g., "convicted of _____").

Note that a conviction or other similar dispositions is not necessarily an automatic bar to employment.

3. Have you ever been discharged or asked to resign from a prior position? YES NO

4. 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

If you answered YES to questions 3 or 4, provide full details on an additional sheet, including the specific employer involved, the name, address and other contact information of the supervisor(s) involved, the date, the specific work infraction(s) charged, and the final disposition of the matter (e.g., "discharged from employment on {date}").

APPLICANT'S STATEMENT

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

I hereby certify that the facts set forth in the 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 Waterville Central School 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 Waterville Central School, 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.

Applicant's Signature

Date

Please return completed application to:

**Waterville Central School District
381 Madison Street
Waterville, NY 13480**

**Telephone (315) 841-3900
AN EQUAL OPPORTUNITY EMPLOYER**