

APPLICATION FOR EMPLOYMENT – INSTRUCTIONAL

Deposit Central School District

Deposit, NY 13754-1397

Title of Position for which you are applying

Please forward copies of the following materials:

- this completed application (Use black ink or type. Answer all questions. Do not indicate “see attached.” Do not use initials or abbreviations. Write “no” or “none” where applicable)
- a complete, current resume
- placement credentials, including college transcripts and three (3) letters of recommendation
- a copy of your New York State teaching certification(s)

Forward To: Edward P. Shirkey – Director of Instructional Services
171 Second Street
Deposit, NY 13754

I. Personal Information

Last Name _____ First _____ Middle _____

Business or Present Address _____

_____ Zip _____ Telephone _____

Permanent Address _____

_____ Zip _____ Telephone _____

Present Position _____ Current Salary \$ _____

Are you a member of the New York State Teacher’s Retirement System? _____ Yes _____ No

Date of Membership _____ Retirement # _____ % of your contribution _____

If you are a member of a public retirement system, please indicate your employment system ID#: _____

Are you eligible for New York State Certification? _____ If no degree or teaching certificate, how and when will you complete requirements? _____

With what activities might you help? _____

Have you ever been convicted of a misdemeanor or felony? Yes No

If yes, please give particulars and disposition of each charge on a separate sheet and attach same.

II. Professional Preparation (For undergraduate and graduate, place in chronological order and include institutions attended even though no degree was earned.)

Undergraduate Institution Dates Major/Minor Hours Degree and Date

Graduate Institution Dates Major/Minor Hours Degree and Date

_____ Graduate Hours Beyond Highest Degree _____

List other educational preparation pertinent to the position(s) for which you are applying (i.e. institutes, seminars or training programs).

List any applicable awards, honors or publications:

III. Employment History

List all teaching experience, including student teaching, in reverse chronological order (most recent first).

| <u>School & Location</u> | <u>Title of Position</u> | <u>Years: From/To</u> | <u>Tenure Granted</u> |
|------------------------------|--------------------------|-----------------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please provide brief explanation of reason left last employment:

List **other** pertinent work experience:

| <u>Employer</u> | <u>Type of Work</u> | <u>Dates of Employment</u> |
|-----------------|---------------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(4)

IV. References

Please list the names of four (4) individuals having personal knowledge of your professional training, abilities and experience.

| <u>Name</u> | <u>Position</u> | <u>Address</u> | <u>Office Phone</u> | <u>Home Phone</u> |
|-------------|-----------------|----------------|-------------------------|-----------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

I have requested my placement file be forwarded from _____
Name & Address of Institution
_____.

In your own handwriting, please add any comments that will assist us in making a decision concerning your application.

Signature Date

The school district does not discriminate in employment or in the education programs or activities which it operates on the basis of sex, race, color, or disability in violation of Title VII or the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or Section 504 of the Rehabilitation Act of 1973.

Revised: 1/26/10