

**APPLICATION FOR EMPLOYMENT – INSTRUCTIONAL**  
**Deposit Central School District**  
**Deposit, NY 13754-1397**

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*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
- placement credentials, including college transcripts and three (3) letters of recommendation
- a copy of your New York State teaching certification(s) if applicable

Forward To: Denise Cook – Superintendent  
171 Second Street  
Deposit, NY 13754

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**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? \_\_\_\_\_

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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

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Graduate Institution                      Dates                      Major/Minor   Hours                      Degree and Date

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

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List any applicable awards, honors or publications:

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### III. Employment History

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

<u>School &amp; Location</u>	<u>Title of Position</u>	<u>Years: From/To</u>	<u>Tenure Granted</u>
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Please provide brief explanation of reason left last employment:

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List **other** pertinent work experience:

<u>Employer</u>	<u>Type of Work</u>	<u>Dates of Employment</u>
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**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, 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: 2/2017**