

APPLICATION FOR EMPLOYMENT

You must complete all items on this application form; please print; use a separate sheet of paper if necessary.

ADIRONDACK CENTRAL SCHOOL DISTRICT
 District Office
 110 Ford Street, Boonville, New York 13309
 Tel. 315-942-9200

List position(s) desired (in order of preference):

Applicant's Name: _____

(Last) (First) (Middle)

Are you willing to serve as a substitute? If so, please list grades/sub-jects/positions of interest for substitute service:

Current Address: _____

(Street/P.O. Box) (City) (Zip)

Permanent Address: _____

(Street/P.O. Box) (City) (Zip)

Current Phone No.: _____

Permanent Phone: _____

Are you a citizen of, or legally employable in, the U.S.? Yes No Soc. Security #: _____ N.Y.S. Teacher Retirement No. _____

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? Yes No.

If you are unsure of the essential functions of the position, please ask for a job description. If you require one or more accommodations, please explain how you will do the job with such accommodation(s): _____

Have you received a high school diploma? Yes No. If yes, name and location of high school: _____

If you have a H.S. equivalency diploma, indicate issuing government agency and number: _____

POST-HIGH SCHOOL, COLLEGE AND/OR PROFESSIONAL TRAINING

(Please list most recent first; list all schools attended)

Name & address of all school(s) attended	# of Years Attended	Major	Semester Hours	Degree

Official college transcripts should be forwarded to the District Office as soon as possible. List the name and address of agency from which your placement folder may be obtained. Name: _____ Address: _____

STUDENT TEACHING OR INTERNSHIP EXPERIENCE
(List all such positions held)

Name of Employer	School & Address	Subject / Grade	Immediate Supervisor	From	To

PROFESSIONAL / TEACHING EXPERIENCE
(Please list most recent first; list all such positions held)

Name of School	Address & Phone No.	Subject / Grade	Immediate Supervisor	From	To	Reason for Leaving

Have you ever received tenure? Yes _____ No. If "Yes," in what school district, what year, and what tenure area? _____

OTHER WORK EXPERIENCE
(Please list most recent first; list all other positions held)

Name of Employer	Address & Phone No.	Position and Nature of Work	From	To	Reason for Leaving

MILITARY SERVICE

Branch	Rank	Duties	Dates	Receive Dishon. Discharge (Y/N)?

NOTE: A dishonorable discharge is not an absolute bar to employment,, so an explanation should be provided below.

SPECIAL ABILITIES & INTERESTS

List here extra-curricular, athletic or special interest areas which you would be willing to sponsor. Rank them according to your own estimate of competency:

List here any activities, volunteer or club work, family responsibilities, or other additional skills and experience that you feel would improve your candidacy:

CERTIFICATION INFORMATION

Area/Grade Level(s)	Type (Prov., Perm.)	Issuing State	Date Received	Valid Until	Certificate Number

REFERENCES

Name	Position	Address & Phone No.

Please use the space below to briefly describe your strengths and weaknesses. State your reasons for desiring this position and your concept of the job.

Are you a "war veteran" (Yes No) or an "exempt volunteer fire fighter" (Yes No) as such terms are defined in Section 75 of the New York Civil Service Law?

Have you ever been convicted of any violation of the law (other than a traffic infraction)? Yes No. If "Yes," please list each conviction, giving the date, crime(s) or violation(s) and court of conviction for each, and an explanation (NOTE: convictions do not automatically disqualify you; provide information here about arrests only if the case is still pending, but not if the case is resolved and has not resulted in conviction): _____

Have you ever applied for or been employed by the Adirondack Central School District? If "Yes," state when, and provide other details: _____

The Adirondack Central School District is an equal opportunity employer, and hereby declares that it does not and will not discriminate on the basis of sex, race, color, national origin, religion, age, disability, arrest record, marital status or any other legally proscribed basis in hiring or determining suitability for employment or promotion, compensation, promotion, transfers, training, education, social, recreational and other programs, termination or any other terms and conditions of employment. Any individual who feels that he or she has been discriminated against may inform the Superintendent of Schools and request further information, including description of the District's grievance/complaint procedures, which are available to remedy any illegal discrimination.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I acknowledge that any false or misleading information, or significant omissions, may disqualify me from further consideration for employment, or be considered ground for dismissal, if investigated and/or discovered at a later date. I authorize the Adirondack Central School District to investigate and obtain copies of records relating to my employment history, credit record and education, and to investigate any other information provided in connection with this application; I agree to cooperate in such investigation; I authorize all former employers, credit agencies and educational institutions to provide job-related information to the District; and I release them and the District from all liability or responsibility for supplying or requesting such information as part of such an investigation.

(Applicant's Signature)

Date

**FOR OFFICE USE ONLY
INTERVIEW(S)**

Interview Date: _____

Disposition: _____

By: _____

REFERENCE CHECKS

Date: _____

Reference: _____

* * * * *

Date: _____

Reference: _____

* * * * *

Date: _____

Reference: _____

OTHER COMMENTS

By: _____

* * * * *

By: _____