



BOCES Southern Westchester
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

17 Berkley Drive, Rye Brook, New York 10573
(914)937-3820

CERTIFIED STAFF EMPLOYMENT APPLICATION

POSITION(S) APPLYING FOR: DATE:

FULL TIME PART-TIME HOURLY

Form section containing fields for LAST NAME, FIRST, MIDDLE, PRESENT ADDRESS, PERMANENT ADDRESS, PHONE NUMBER, SOCIAL SECURITY #, and EMAIL ADDRESS.

HAVE YOU EVER BEEN PREVIOUSLY EMPLOYED BY SWBOCES? YES NO
IF YES, PLEASE COMPLETE:

POSITION: LOCATION: DATES:

ARE YOU ENROLLED IN THE NYS TEACHERS RETIREMENT SYSTEM? YES NO
IF "YES", MEMBERSHIP #

CERTIFICATION INFORMATION

I HOLD THE FOLLOWING NEW YORK STATE CERTIFICATE(S): (PLEASE PROVIDE COPIES)

Form section for listing certificates with columns for PERMANENT, PROVISIONAL, CERTIFICATE OF QUALIFICATION, AREA, DATE ISSUED, and EXPIRATION DATE.

IF YOU DO NOT HAVE A NYS TEACHING CERTIFICATE, HAVE YOU APPLIED FOR ONE? Y N

IF CERTIFIED IN OTHER STATE, PLEASE LIST:

LIST OTHER LICENSES HELD: TYPE AND ISSUING AUTHORITY EXPIRATION DATE

**TENURE STATUS**

WERE YOU EVER APPOINTED TO TENURE IN A PUBLIC SCHOOL DISTRICT OR BOCES IN NEW YORK STATE?  YES  NO IF "YES", PLEASE COMPLETE THE FOLLOWING:

TENURE AREA \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

NAME OF SCHOOL DISTRICT WHERE TENURE WAS GRANTED \_\_\_\_\_

WERE YOU EVER DENIED AN APPOINTMENT TO TENURE?  YES  NO IF "YES" EXPLAIN:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL PREPARATION:**

OFFICIAL TRANSCRIPTS WILL BE REQUIRED TO VERIFY SALARY SCHEDULE PLACEMENT BUT SHOULD NOT BE FORWARDED UNTIL THEY ARE REQUESTED. LIST BELOW ONLY THOSE CREDITS AND DEGREES WHICH WILL BE COMPLETED PRIOR TO DATE LISTED AS AVAILABLE FOR EMPLOYMENT ON PAGE 1.

COLLEGE, UNIVERSTIY OR TECH SCHOOLS	CREDITS	MAJOR/MINOR	DEGREE	GPA
a. NAME				
LOCATION				
b. NAME				
LOCATION				
c. NAME				
LOCATION				

LIST ANY INSTITUTES, SEMINARS OR TRAINING PROGRAMS PERTINENT TO THE POSITION(S) FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

\_\_\_\_\_

LIST ANY AWARDS OR SPECIAL SKILLS: \_\_\_\_\_

\_\_\_\_\_

**STUDENT TEACHING EXPERIENCE (IF TAUGHT THREE YEARS OR LESS).**

NAME OF SCHOOL \_\_\_\_\_ DATES \_\_\_\_\_

LOCATION \_\_\_\_\_  
 CITY STATE ZIP SUBJECT OR GRADE LEVEL

NAME OF SCHOOL \_\_\_\_\_ DATES \_\_\_\_\_

LOCATION \_\_\_\_\_  
 CITY STATE ZIP SUBJECT OR GRADE LEVEL

## EMPLOYMENT HISTORY

EMPLOYER	TELEPHONE	DATES EMPLOYED
ADDRESS		
JOB TITLE		Summarize the nature of the work performed and job responsibilities:
IMMEDIATE SUPERVISOR, TITLE AND TELEPHONE		
REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later		
EMPLOYER	TELEPHONE	DATES EMPLOYED
ADDRESS		
JOB TITLE		Summarize the nature of the work performed and job responsibilities:
IMMEDIATE SUPERVISOR, TITLE AND TELEPHONE		
REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later		
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REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later		
<p><b>Have you ever been released or asked to resign from an employment position? Please explain:</b></p>		

### OTHER REFERENCES FAMILIAR WITH YOUR WORK (Supervisors, College Professors, Cooperating Teacher)

NAME	ADDRESS	PHONE	HOW KNOWN

**I waive my right of access to any information submitted by these references.**

\_\_\_\_\_  
**Signature of Applicant**

**PLEASE ANSWER "YES" OR "NO" TO THE FOLLOWING QUESTIONS:**

- A. Are you a veteran? Yes ( ) No ( ) If yes, specify branch of service \_\_\_\_\_
- B. Are you an American citizen or have you made due application to become one? Yes ( ) No ( )
- C. If "No", are you legally eligible for employment in this country? Yes ( ) No ( )  
(Upon employment, you will be asked to produce two original forms of identification)
- D. Have you been fingerprinted and cleared by the State Ed. Dept. after July 1, 2001? Yes ( ) No ( )
- E. Do you have any relatives currently employed by Southern Westchester BOCES? Yes ( ) No ( )

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1. Have you ever been convicted of a crime (other than minor traffic violations)? Yes ( ) No ( )
2. Are any criminal charges pending against you for any offense?  
(Other than minor traffic violations) Yes ( ) No ( )
3. a. Have charges ever been preferred against you by an employer? Yes ( ) No ( )  
b. Were the charges sustained? Yes ( ) No ( )
4. Have you ever resigned as an alternative to facing charges or dismissal? Yes ( ) No ( )
5. Has the Family Court or any court ever rendered a finding indicating that you have abused or neglected a child? Yes ( ) No ( )

**CONFIDENTIAL ATTACHMENT TO APPLICATION FOR EMPLOYMENT INSTRUCTIONS**

If, on your application, you indicated "Yes" in response to questions 1 through 5, please set forth, on a separate piece of paper, detailed and truthful information concerning your response. Then, sign and date your response and place it in an envelope, which you should seal and staple to this application. Note that none of the above circumstances represents an automatic bar to employment at BOCES.

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**APPLICANT'S STATEMENT**

I declare and affirm that the statements made in the foregoing application, including accompanying statements, resumes and transcripts, are true, complete and correct and have been made by me in order to gain employment in the BOCES Southern Westchester with knowledge that they will be relied upon. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements contained herein, and authorize the references listed above to give you any and all information concerning my previous employment, and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status. This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this policy should be directed to either Suzanne Doherty or Steve Tibbetts, Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

## **SWBOCES NON-DISCRIMINATION POLICY**

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status.

This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

### **Civil Rights Compliance Officers**

Suzanne Doherty Director of Human Resources 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org	Stephen Tibbetts Assistant Superintendent for Business & Administrative Services 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org
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