

**CARMEL CENTRAL SCHOOL DISTRICT**

Administration Building

81 South Street

Patterson, NY 12563

Interviewed By	Date

**Certified Employment Application**

Application Date: \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street

Home Phone: \_\_\_\_\_

City State Zip

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Current Salary: \_\_\_\_\_

Member of New York State Retirement System: \_\_\_ Yes Number: \_\_\_\_\_

\_\_\_ No

Have you ever been fingerprinted for NYSED for either certification or employment purposes? Yes  No

If yes, where? \_\_\_\_\_ When \_\_\_\_\_

**Placement Information**

Position applying for: \_\_\_\_\_

Type of employment: Full-time  Part-time  Substitute  Home Instructor  Other

Are you willing to be a substitute? Yes  No

**Certification Information**

1. \_\_\_\_\_  Init/Prov \_\_\_\_\_  Prof/Perm \_\_\_\_\_  
Certification Area Expiration Date Effective Date
2. \_\_\_\_\_  Init/Prov \_\_\_\_\_  Prof/Perm \_\_\_\_\_  
Certification Area Expiration Date Effective Date
3. \_\_\_\_\_  Init/Prov \_\_\_\_\_  Prof/Perm \_\_\_\_\_  
Certification Area Expiration Date Effective Date

If you do not have a NYS Teaching Certificate, have you applied for one?  Yes  No

If certified in another state, please describe: \_\_\_\_\_

Other licenses held: \_\_\_\_\_  
Type and Issuing Authority Expiration Date

**Tenure Status**

Were you ever appointed to tenure in a public school district in New York State?

Yes     No

Tenure Area: \_\_\_\_\_ (Including Teaching Assistant)      School District: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

Date Granted: \_\_\_\_\_  
City State Zip

**Educational Preparation**

High School: Name \_\_\_\_\_  
Location \_\_\_\_\_  
City State Zip

College, University or Technical School

1. Name of School: \_\_\_\_\_  
Location: \_\_\_\_\_  
City State Zip

Number of Credits: \_\_\_\_\_ Major/ Minor: \_\_\_\_\_ Degree Granted: \_\_\_\_\_ GPA \_\_\_\_\_

2. Name of School: \_\_\_\_\_  
Location: \_\_\_\_\_  
City State Zip

Number of Credits: \_\_\_\_\_ Major/ Minor: \_\_\_\_\_ Degree Granted: \_\_\_\_\_ GPA \_\_\_\_\_

3. Name of School: \_\_\_\_\_  
Location: \_\_\_\_\_  
City State Zip

Number of Credits: \_\_\_\_\_ Major/ Minor: \_\_\_\_\_ Degree Granted: \_\_\_\_\_ GPA \_\_\_\_\_

**Student Teaching Experience**

1. Name of School: \_\_\_\_\_  
Location: \_\_\_\_\_  
City State Zip

Subject or Grade Level: \_\_\_\_\_

2. Name of School: \_\_\_\_\_  
Location: \_\_\_\_\_  
City State Zip

Subject or Grade Level: \_\_\_\_\_

**Other Experience in Schools (excluding student teaching)**

1. District: \_\_\_\_\_ School: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Grade/Subject Taught: \_\_\_\_\_ Full time? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Nature of work, job responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Supervisor's title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we contact for reference? Yes  No  Later

2. District: \_\_\_\_\_ School: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Grade/Subject Taught: \_\_\_\_\_ Full time? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Nature of work, job responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Supervisor's title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we contact for reference? Yes  No  Later

3. District: \_\_\_\_\_ School: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Grade/Subject Taught: \_\_\_\_\_ Full time? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Nature of work, job responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_  
Supervisor's title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we contact for reference? Yes  No  Later

**Other References Familiar With Your Work**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Other Information

Answer “yes” or “no” to the following questions.

1. Have you served in the U.S. Armed Forces or in a state militia? Yes  No   
If yes, which branch of service? \_\_\_\_\_
2. Are you legally eligible for employment in this country? Yes  No   
(Upon employment you will be asked to produce two original forms of ID)
3. Have you ever been convicted of a crime (other than minor traffic violations)? Yes  No
4. Are any criminal charges pending against you for any offense (other than a minor traffic violation)? **Please note:** an applicant may not be denied employment because of a conviction record unless there is a direct relationship between the offense and the job or unless hiring would create an unreasonable risk to the District’s mission. Yes  No
5. Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action? Yes  No
6. Have you ever received an unsatisfactory rating in conjunction with any pedagogical employment? Yes  No
7. Have you ever been disqualified for employment for any civil service position? Yes  No
8. Have you ever been discharged or required to resign from any position (other than layoff due to reduction in workforce)? Yes  No
9. A. Have charges ever been preferred against you by an employer? Yes  No   
B. Were the charges sustained? Yes  No
10. Have you ever resigned as an alternative to facing charges or dismissal? Yes  No
11. Have you ever had a license or certificate denied or terminated because of unsatisfactory teaching, fingerprint, or medical record? Yes  No
12. Have you ever had any professional certificate or license denied, revoked, or suspended by any government agency as a result of your record? Yes  No
13. Has the Family Court or any other court ever rendered a finding indication that you have abused or neglected a child? If so, indicate on the Confidential Attachment the date and nature of the finding, name of court and name of judge. Yes  No

### APPLICANT’S STATEMENT

I certify that all statements made by me on this application are true and complete to the best of my knowledge. 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 herein and further authorize all cited references to give you any and all 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 Carmel Central School district does not discriminate on the basis of color, veteran status, sex, race, creed, national origin, age, disability or marital status in its employment practices, vocational opportunities, or access to and treatment in programs or activities it operates.*