

381 Madison Street
Waterville, N.Y. 13480

EMPLOYMENT APPLICATION

POSITION PREFERENCE

Teaching
Substitute Teaching
Subject _____

Administration
Position _____

Non-Teaching
Position _____

Coaching
Position _____

PERSONAL INFORMATION

Name _____
Last First Middle

Present Mailing Address _____ Tel. _____
(Include Zip Code) (Include Area Code)

Permanent Mailing Address _____ Tel. _____
(Include Zip Code) (Include Area Code)

NYS Retirement System No. _____

Are you capable of performing the essential duties of the job or occupation for which you have applied, with or without reasonable accommodations? Yes No If no explain: _____

Do you have a legal right to work in the United States? Yes No

If you are an alien with a legal right to work in the United States, and are applying for a teaching position, do you intend to apply for United States Citizenship? Yes No

Did you serve in the U.S. armed forces and, if so, when and in what theater? Yes _____ No
(Dates and Theater)

Did you receive a dishonorable discharge? Yes No N/A
(A dishonorable discharge is not an absolute bar to employment, and other factors will affect a final hiring decision.)

Are you an exempt volunteer fireman? (*Civil Service Law Section 75*) Yes No

Have you ever been fingerprinted for the purpose of employment? Yes No

If yes, where? _____ When? _____

CERTIFICATION/LICENSE

I hold the **New York State** Teaching/Administrative/Coaching Certificate(s) described below:

Initial	Professional	Area				Date Issued
Provisional	Permanent					
Initial	Professional	Certification of Qualification				_____
Provisional	Permanent	Certification of Qualification				_____
Teaching Assistant	Temporary/Continuing	Level I	Level II	Level III	Pre-Professional	Date Issued _____

If you do not have a New York State Teaching Certificate, have you made application for one? Yes No

Do you have an evaluation of your NYS certificate status? Yes No (If yes, enclose a copy)

Other licenses held; type and issuing authority:

New York State Coaching Certification? Yes No

If no, have you completed any of the following?

Current CPR and First Aid	Yes	No	Yes
Theory and Techniques of Coaching	No	Yes	No
Health Science			
Philosophy/Principles of Athletics	Yes	No	

EDUCATIONAL PREPARATION

Name and Location of School	Nature of Studies	Did You Graduate?
High school		

Name and Location of School	Nature of Studies	Degree	Did You Graduate?
College (Undergraduate)*			
College (Graduate)*			
Vocational/Technical/Trade*			

*Provide copy of transcripts (substitute teachers excluded).

TEACHING OR ADMINISTRATIVE EXPERIENCE

List most recent experience first. Include any substitute or part-time teaching, and indicate as such.

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

OTHER WORK EXPERIENCE

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

TENURE STATUS

Were you ever appointed on tenure in a public school district in New York? Yes No If yes complete

Tenure Area: _____ Effective Date: _____

Name and address of school district where tenure was granted:

Were you ever dismissed from the school district conferring tenure pursuant to Education Law section 3020-a?

Yes No

PROFESSIONAL & SCHOLASTIC ORGANIZATIONS, MEMBERSHIPS, HONORS

(Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members.)

OTHER SKILLS AND ABILITIES

(e.g., coaching, ability to use sign language)

REFERENCES

List four individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address, and telephone number of your last supervisor who we may contact for a personal or professional reference.

Name

Position

Address & Telephone

May we refer to your present employer? Yes No

May we refer to your former employer(s)? Yes No

Placement Folder may be secured from: (Name and Address)_____

1. Have you ever been convicted of a crime or other violation of law, other than a minor traffic offense, or is any such case currently pending? Yes No

If so, please provide relevant details regarding the criminal conviction.

Note that the phrase "violation of law" includes not only felonies and misdemeanors, but also quasi-criminal violations such as disorderly conduct. Also, the term "conviction" includes pleas of "guilty" and "no contest."

2. Have you ever had a license or certificate of any sort suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, any sort of license or certificate in any state? Yes No

If you answered YES to questions 1 or 2, provide full details on an additional sheet, including the specific court or agency involved (e.g., County Court, County of _____, New York), the address of the court or administrative agency involved, the specific violation(s) charged including the date thereof, and the final disposition of the case (e.g., "convicted of _____ and fined \$_____").

Note that a conviction or other similar disposition is not necessarily an automatic bar to employment.

3. Have you ever been discharged or asked to resign from a prior position? Yes No
4. Have you ever been subject to discipline (reprimand, fine, suspension or termination)? Yes No
5. Have you ever resigned from a prior position after a complaint was received about you, or while your conduct was under investigation or review, or while disciplinary action was pending against you, or when your employer was likely to take disciplinary action against you? Yes No

If you answered YES to questions 3, 4 or 5, provide full details on an additional sheet, including the specific employer involved, the name, address and other contact information of the supervisor(s) involved, the date, the specific work infraction(s) charged, and the final disposition of the matter (e.g., "discharged from employment on [date]").

APPLICANT'S STATEMENT

(Give any additional information which you think might be of value in considering you for a position. If necessary, attach an additional sheet of paper.)

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission on this form may be a crime, and will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered. I give Waterville Central School the right to investigate all references and to obtain additional job-related information about me. I hereby release from liability for money damages not only Waterville Central School, but also any of its representatives who investigate the facts set forth herein, as well as anyone disclosing information to them, in connection with this employment application.



Applicant's Signature



Date

Please return completed application to:

**DISTRICT OFFICE
Waterville Central School
381 Madison Street
Waterville, New York 13480
Telephone (315) 841-3816
EQUAL OPPORTUNITY EMPLOYER**

12/2023