

**Pine Plains Central School
District
2829 Church Street
Pine Plains, NY 12567-5504**

Date _____

Ad Reference #: _____

Professional Employment Application

The New York State Human Rights Law prohibits discrimination because of age, sex, religion, race, color, marital status and national origin, and requires Affirmative Action in the hiring of the handicapped and veterans. It is the policy of Dutchess County Schools Cooperative Recruitment Program which includes Dutchess County BOCES and its participating school districts to provide equal opportunity to all employees and applicants for employment without regard to age, race, creed, national origin, sex disability, handicap, marital status, veteran status, or any other protected status. To help us learn about your experience, abilities, and interests, please complete this Employment Application as thoroughly as possible. We will review your qualifications and make every effort to reach a decision, based solely on merit, as quickly as possible. Applications are kept on file for three years.

Position Preference

Date Available: _____

Full Time Part Time Summer

Teaching
 Teaching Assistant
Subject _____
Grade Level _____

Administrator
 Other
Position _____

Substitute Position:
 Teacher
 Teaching Assistant

Personal Information

Name _____

Title (Mr., Mrs, etc)

Last

First

Middle

Present Mailing Address _____ Phone () _____

Work Phone () _____

Permanent Mailing Address _____ Phone () _____

E-Mail Address _____ Fax Number _____

Social Security Number _____ Exempt Volunteer Fireman? Yes No

U.S. citizen? Yes No If no, date Declaration of Intent filed _____ (Type of Visa _____ Alien Reg. # _____)

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes No

If yes, explain _____

Military Service Branch _____

Title/Rank _____ Type of Discharge _____

Certification/License

Indicate New York State Teaching/Teaching Assistant/Administrative Certificate(s)-**PLEASE ATTACH COPIES**

Permanent Provisional Exp. Date _____ Cert. of Qual. _____

Permanent Provisional Exp. Date _____ Cert. of Qual. _____

Title/Area

Date Issued

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

Other licenses held; type and issuing authority _____

Indicate New York State Retirement System? ERS TRS Retirement Number _____

Educational Preparation

Name and Location of School	Nature of Studies
High School	

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

*Please provide copy of transcripts

Administrative or Instructional Experience

List most recent experience first. Include any substitute or part time teaching, and indicate as such. (If you are a graduate within the past three years include student teaching or administrative internship.)

Dates Employed	Employer's or Supervising Teacher's Name, Address and Phone Number	Specific Title, Subject, and Grade of Position	Salary	Reason for leaving

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

If yes, please place an asterisk * next to school(s) from which you received tenure, and specify tenure area.

Were you ever dismissed from a school district conferring tenure pursuant to Education Law Section 3020-a? Yes No

Have you ever been found guilty of charges brought pursuant to an Education Law Section 3020-a proceeding? Yes No

If yes, please attach a sheet to this application which gives the specifics of the charge(s) of which you were found guilty, the penalty you received, and when the determination as to guilt and penalty were made.

Have you ever been released or asked to resign from a teaching position? Yes No If yes, please explain below.

Have you ever been denied tenure? Yes No If yes, what district? _____

Other Work Experience

List most recent experience first.

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

Please list other spoken languages: _____

Professional and Scholastic Organizations, Membership, Honors

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

Academic Achievements and Activities

List honors, scholarships, fellowships, honorary societies, membership or offices held in extracurricular activities.

Other Skills and Abilities

What extra class activities are you able to conduct? (For example: Coaching, sign language).

Vocational Teacher Applicants

Please list vocational work experiences related to the position for which you are applying.

Other Pertinent Information



DO NOT COMPLETE ANY INFORMATION CONTAINED IN THIS AREA UNLESS BOX IS CHECKED
Regarding the position(s) for which you are applying, the information requested below is needed for a legally permissible reason, including, without limitation, national security requirements, affirmative action, a bona fide occupational qualification or business necessity.

You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform each of the essential job functions listed for the position(s) with or without an accommodation? Yes No

If no, list the function(s) you are unable to perform and explain why you are unable to perform them. _____

References

List three individuals having personal knowledge of your professional training, ability/experience (especially superintendents and principals under whom you have worked) and at least three individuals having knowledge of your character.

Name	Position	Address and Telephone Number
Professional		
Professional		
Professional		
Personal		
Personal		
Personal		

Placement folder may be secured from location listed below:

Name of Institution	Address	City, State, Zip

May we contact your present employer?

- Yes, you may contact at any time. Daytime Telephone Number: _____
- No, please do not contact them at this time.
- Do not contact now; you may contact at a later date. (Please specify e.g. after acceptance of offer, after a specific date.)

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

Information given herewith assumes authorization to investigate your credentials and becomes a legal part of this contract in case of appointment. If you are appointed, we shall assume that all answers are correct and that all changes of conditions or facts will be reported to the District Superintendent immediately. Do not omit any items. If there is an opening, all applications will be processed. Interviews will be arranged for the best qualified candidates.

PL 99-603 requires Dutchess County BOCES or any participating component district, as an employer, to verify the nationality of individuals hired after November 5, 1986. This may require producing of one or more of the following documents prior to hiring: a valid birth certificate, United States passport, social security card, United States citizenship papers, naturalization certificate, resident alien card or unexpired foreign passport.

THEREFORE, I understand and agree that Dutchess County BOCES or any participating component district, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any or all information about me which said corporation, agent or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents or persons harmless for same. I understand that any offer of employment is conditioned upon receipt of satisfactory references. In addition, I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.

Date ***Applicant's Signature***

DO NOT WRITE IN THIS BOX. FOR SCHOOL USE ONLY.

Date of Interview: _____ Interviewed By: _____

Employed? Yes No

Position Title	Employment Date	Division	Salary	Step

APPLICANT'S NAME: _____

(Please print)

Miscellaneous Information

Have you ever applied for a position in a Dutchess County School district before?

Yes No If yes, for what district? _____

Have you ever been interviewed for a position in a Dutchess County School district before?

Yes No If yes, for what position? _____

Have you ever been employed by a school in a Dutchess County School district?

Yes No If yes, for what district? _____

In your last two (2) years of employment, how many days were you absent for any reason? _____ days.

If not applicable, explain:

How did you receive information about this position?

If newspaper, please provide name: _____

Would you be interested in working in all districts? Yes No If no, please specify?

(Beacon, Dutchess County BOCES, Hyde Park, Millbrook, Pawling, Pine Plains, Poughkeepsie, Red hook, Rhinebeck and Webutuck)

Signature: _____

Date: _____