

Certified Employment Application

RECOMMENDED ASSIGNMENT

As _____
For _____
Class _____
Effective Date _____
Degree/Credits _____
Salary Rate _____
Comment: _____

Initials _____

PRESCHOOL:

() Director
() Headteacher
() Teacher
() Teaching Assistant
() Substitute Teacher

POSITION PREFERENCE

Grade Level __Preschool_____

The Ulster County Multi-Service Center does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, veteran status, gender or disability in its educational programs, activities, and employment practices. Inquiries regarding this policy of equal opportunity should be referred to the Board of Directors - PO Box 1714, Kingston, New York 12402.

Please complete all sections of this application, even if you have submitted a resume. Please type or print in pen.

PERSONAL INFORMATION

Name _____
Last First Middle

Other Names _____
(Indicate any other last name by which you have been known to enable a check of your work or school record)

Permanent Mailing Address _____
Telephone No. (____) _____

Alternate Mailing Address (Effective _____) _____
Telephone No. (____) _____

Years at Permanent Address _____ Social Security No. _____

Are you a U.S. Citizen? _____ If no, have you applied for U.S. Citizenship? _____

New York State Teachers Retirement System No. _____

How did you receive information about this position? _____

CERTIFICATION

<u>Area</u>	<u>Number</u>	<u>State</u>	<u>Status</u> <u>C.O./Prov./Perm</u>	<u>Effective</u> <u>Date</u>	<u>Expiration</u> <u>Date</u>

EDUCATIONAL PREPARATION

Name and Location of School	Dates Attended	Major	Sem. Hrs.	Minor	Sem. Hrs.	Diploma/ Degree	Date
High School _____							

College _____

Graduate Work _____

Special Training _____

Indicate scholastic average for	All Undergraduates College Work _____
	Major Field – undergraduate _____
	Graduate Work _____

Scholastic Honors _____

STUDENT TEACHING EXPERIENCE

School & Supervisory Teacher	Date	No. of Weeks	Specific Nature of Position

EMPLOYMENT EXPERIENCE

List most recent experience first:

Name and Address of Employer	Supervisor's name and Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving

Phone (____) _____				Annual Salary _____

Title: _____ Describe briefly the work you did: _____

Name and Address of Employer	Supervisor's Name and Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving

Phone (____) _____				Annual Salary _____

Title: _____ Describe briefly the work you did: _____

REFERENCES

List the names of three references who have closely observed your work as a teacher, employee or student. Recommendations by present and former superintendents, principals and other supervisors are preferred.

1. Name _____
Position _____
Address _____

Telephone (_____) _____ Email: _____

2. Name _____
Position _____
Address _____

Telephone (_____) _____ Email: _____

3. Name _____
Position _____
Address _____

Telephone (_____) _____ Email: _____

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ADDITIONAL INFORMATION

Have you ever been convicted of a crime, excluding minor traffic offenses? _____
If yes, please explain on a separate sheet.

Are you capable of substantially performing the duties of the job for which you are making application, with or without a reasonable accommodation? _____

If a reasonable accommodation is requested, please state the nature of the reasonable accommodation. _____

AUTHORIZATION

I HEREBY AUTHORIZE YOU TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, FINANCIAL CREDIT AND EMPLOYMENT RECORD. I WAIVE MY RIGHT OF ACCESS TO ANY INFORMATION PROVIDED BY ANY REFERENCES OR OTHER SOURCES IN THE PROCESS OF INVESTIGATING MY PERSONAL BACKGROUND AND WORK RECORD.

Signature of Applicant _____ Date _____

AFFIRMATION

Inaccurate information and/or accompanying documents may result in disqualification from employment, withdrawal of an offer of employment, or dismissal from employment.

I declare and affirm that the information provided in this application and any accompanying documents are true, complete and correct.

Signature of Applicant _____ Date _____