

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT
Owego, New York

TEACHER APPLICANT

Enclosed is an application for a teaching position in our school district. In order for your application to be complete, the following information **MUST** be on file:

- District Application
- College Placement Folder or 3 Confidential References
- Official Transcripts
- Copy of New York State Teaching Certificate

Your application will not be considered for any vacancies unless all of the above information is submitted.

Please return completed application to:

Bernard C. Dolan, Jr.
Associate Superintendent of Schools
Owego Apalachin Central School District
36 Talcott Street
Owego, New York 13827

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Owego, New York 13827

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APPLICATION FOR EMPLOYMENT

Personnel Office Use Only	
<input type="checkbox"/> Stu. Tchg.	NTE <input type="checkbox"/>
<input type="checkbox"/> Place. File	Core <input type="checkbox"/>
<input type="checkbox"/> References	Spec <input type="checkbox"/>
<input type="checkbox"/> Transcripts	Cert <input type="checkbox"/>

Applicant's Full Name _____
(Last) (First) (M.I.) (Maiden Name)

Other Name(s) _____
(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing Address _____
(Street) (City) (State) (Zip)

Permanent Mailing Address _____
(Street) (City) (State) (Zip)

Telephone Numbers: _____ N.Y.S. Retirement Number: _____
Present: () Permanent: () Work: ()

Social Security Number _____ (Note: Completion of number is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social Security number may be required on other forms prior to employment.)

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the New York or other State Department of Social Services Child Protective Services Unit and any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Date _____ Signature of applicant _____

MARK THE APPROPRIATE BOXES:

- New Application
- Previous Application on File
- Former Employee of the School District

Are you a U.S. citizen?

- Yes No

If not, are you eligible to work in the U.S.?

- Yes No

INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED

- Teacher
- Guidance
- Library/Media
- Other (Explain) _____
- Administrator
- Supervisor
- Psychologist
- Visiting Teacher/Social Worker

List grade level(s) and/or subject area(s) in order of preference:

PERSONNEL OFFICE USE ONLY

I. EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically.)

Level of Education	Name of School or University	State	Field of Study	Type of Degree
High School				
College or University				

II. STUDENT TEACHING EXPERIENCE (List chronologically and include any internships.)

Name of School	School District City/County	State	Grade Level and/or Subject	Dates	Personnel Use

III. TEACHING EXPERIENCE (List chronologically all teaching experience. DO NOT INCLUDE SUBSTITUTE TEACHING.)

Name of School	School District City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo./Day/Yr. (From...To)	Total years	Full Time (✓)	Part Time (✓)	Personnel Use
Total								

IV. WORK EXPERIENCE OTHER THAN TEACHING (List chronologically and attach a sheet if necessary.)

Employer	City/County	State	Kind of Work	Dates of Employment	Personnel Use

V. CERTIFICATION

A. If you have been issued a New York State Certificate, **please submit a photocopy.** Copy enclosed? No Yes
 Type of N.Y.S. Certificate: Provisional Permanent Administrative Guidance Other
 Year of Expiration of New York State Certificate _____

Have you applied for a New York Certificate? No Yes When ____ Check if statement of eligibility enclosed

B. If you have been issued a certificate in another state, **please submit a photocopy.** Copy enclosed? No Yes
 State _____ Expiration Date _____ Certification/Endorsements _____
 State _____ Expiration Date _____ Certification/Endorsements _____

VI. GENERAL INFORMATION

Month, Day, and Year Available for employment _____ Are you under contract? No Yes

If yes, where? _____ Present Position _____

If presently employed, why do you wish to change? _____

If presently employed, what type: Annual/Probationary Other (Explain) _____ Continuing/Tenure

If presently employed, have you checked and can you be released if you are offered another position? No Yes

If not presently employed now, have you ever held a continuing contract in New York? No Yes

If yes, cite school district(s) and date(s) _____

Referral Source: Advertisement/Posting Employee Friend Other (Explain) _____

Have you ever been refused tenure or a continuing contract? (If yes, explain on back.) No Yes

Have you ever been discharged or requested to resign from a position? (If yes, explain on back.) No Yes

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back.) No Yes

Have you ever had a certificate or license revoked or suspended? (If yes, explain on back.) No Yes

Are any criminal charges or proceedings pending against you? (If yes, explain on back.) No Yes

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? (If yes, explain on back.) No Yes

VII. REFERENCES

It is **the applicant's responsibility** to have the following information provided the Personnel Office in order to be considered for employment:

A. The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.

B. Unless included in Placement File, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience.

Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and co-operating teacher(s) in the placement file or by listing names below.

C. As indicated above, a Placement File is being sent, and/or references are listed below:

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1.			
2.			
3.			

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT

OWEGO, NEW YORK

GRIEVANCE PROCEDURES STATEMENT

The Owego Apalachin Central School District does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race or disability in violation of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, 504 of Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act.

If any person believes that the school district or any of the District's staff has inadequately applied the principles of or regulations of:

1. Title VI of the Civil Rights Act of 1964
2. Title IX of the Education Amendment Act of 1972
3. Article 504 of the Rehabilitation Act of 1973
4. Title II of the Americans with Disabilities Act,

that person may bring forward a complaint, which shall be referred to as a grievance, to the District's compliance officer.

The District's compliance officer for the Anti-Harassment Policy (GBCB), the Anti-Discrimination Policy (AC), the Americans with Disabilities Act Policy (ACA) and the Title IX Nondiscrimination Policy (AC-R) is Bernard C. Dolan, Jr., Associate Superintendent, 36 Talcott Street, Owego, New York 13827

The policies listed above are available for public inspection.

The phone number of the compliance officer is 607-687-6223 or 6215.

1/12/05