

OWEGO APALACHIN SCHOOL DISTRICT
Owego, New York

TEACHER APPLICANT

Enclosed is an application for a teaching position in our school district.

If you wish to be considered for future vacancies, please complete and return the application to the address listed below.

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 Certification

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

Return completed application to

Owego Apalachin Central School District
Personnel Office
36 Talcott Street
Owego, New York 13827

/jl
2/5/08

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT
OWEGO, NEW YORK 13827

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, sexual orientation, race, ethnicity, religion, age, or disability in violation of Title IX of the Education Amendments of 1972, title VII of the Civil Rights Act of 1964, 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act or the New York State Human Rights Law.

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
5. New York State Human Rights Law

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 6317.

(FOR PERSONNEL OFFICE USE ONLY)

NAME: _____ **DATE:** _____

POSITION: _____

CERTIFICATION(S):

1. _____
2. _____
3. _____
4. _____

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT

36 Talcott Street
Owego, New York 13827

TEACHER APPLICATION

Personnel Office Use Only

- Stu. Tchg. NTE
- Place File Core
- References Spec
- Transcripts Cert

PERSONAL INFORMATION

Name _____
(Last) (First) (Middle Initial) (Maiden Name)

Address _____
(Street) (City, State) (Zip)

Phone #1 _____ Phone #2 _____
(Area Code and Number) (Area Code and Number)

MARK THE APPROPRIATE BOXES:

INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED

- New Application
- Previous Application of File
- Former Employee of the School District
- Teacher
- Guidance
- Library/Media
- Other (Explain)
- Administrator
- Supervisor
- Psychologist
- Visiting Teacher/Social Worker

Are you a U.S. citizen? _____
If not, are you eligible to work in the U.S.? _____

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

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.

Our volume of applications does not permit acknowledging their receipt. Should we have a vacancy which suits your qualifications, we may call you for an interview.

Date _____ Signature of applicant _____

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				

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

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								

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

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 State Certificate? No Yes When? _____
Check if statement of eligibility is 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 _____

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 below)..... No Yes
Have you ever been discharged or requested to resign from a position? (If yes, explain below)..... No Yes
Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain below)... No Yes
Is there a criminal charge of any type currently pending against you? (If yes, explain below)..... No Yes
Have you ever had a certificate or license revoked or suspended? (If yes, explain below)..... 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 below)..... No Yes

REFERENCES

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

- A. The names of at least three (3) reference sources must be provided and must include current employer, if applicable, or last employer, if not currently employed.
- B. Unless included in the Placement File, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three (3) years. If experience was not within the past three (3) 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 the following is a list of references:

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

EXTRACURRICULAR ACTIVITIES

Indicate the number of years' experience in the activities listed below. **Circle activities you are willing to coach/sponsor:**

Extra Curricular Activities	High School Experience	College Experience	Contract Experience	Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Football				I-Music			
Basketball				V-Music			
Baseball				Bowling			
Softball				Class Advisors			
Track				Intramurals			
Cross Country				Drama			
Wrestling				Yearbook			
Gymnastics				Newspaper			
Field Hockey				Yorkers			
Golf				Noon H. Supervisor			
Tennis				Cheerleaders			
Volleyball							
Soccer							

OTHER INFORMATION

If tenure was previously awarded in New York State, please indicate school district and date tenure was granted.

In your own handwriting, provide any additional information you desire that will afford and additional understanding of your qualifications. Your goals, objectives, philosophy, and other background factors are of special interest.

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