## POUGHKEEPSIE CITY SCHOOL DISTRICT Office of Human Resources

## **Professional Employment Application**

The New York State Human Rights Law prohibits discrimination because of age, sex, religion, race, color, mental status and national origin and requires Affirmative Action in the hiring of the handicapped and veterans. It is the policy of the Mid-Hudson Cooperative Recruitment Program which includes Dutchess County BOCES and districts participating in this program 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 interest please complete this Employment Application as thoroughly as possible. We will review your qualifications and make every effort to reach a decision, based on merit, as quickly as possible.

Poughkeepsie City School District Attn: Office of Human Resources 18 South Perry Street Poughkeepsie, New York 12601 (845) 451 – 4900

Position Preference				
Date Availabl	e: Full Time	Part Time	Summer	
Teacher Teacher Assistant Subject Grade Level	Administrator	Substitute Teacher Substitute Teaching	Assistant	
Personal Information				
Name:	ast First	Middle		
Permanent Mailing Address:				
E-Mail Address:				
Social Security Number:Exempt Volunteer Fireman Yes No				
U.S. Citizen? Yes No If no, date Declaration of Intent filed: Type of Visa:				
Email Address:				

Alien Registration #:			
Have you ever been convicted of a cr	rime (felony or misdemeanor)? Yes N	٩o	
If ves. explain:			
Military Service Branch:	Date of Service	:	
	Date & Type of	Discharge:	
	Certification/Lice	nse	
New Yor	rk State Teaching/Teaching Assistant/ Adminis Please Attach Copies of	strative Certificate(s)	
Initial Provisional Exp. D	Date:		
Permanent Provisional Exp. D	Date: Cert. of Qual		
Dormonant Provisional Exp. D	Date: Cert. of Qual	Title/area	Date
reimanent riovisionai Exp. D			Date
If you do not have a New York State Tea	ching Certificate, have you made applica	tion for one? Yes No	
Other licenses held; type and issuing aut	hority		
Indicate New York State Retirement Syst	tem? ERS TRS Retirement Number _		
	Educational Prepara	tion	
Name and Location of School	 Nature	of Studies	
High School			
Name and Location of School College (Undergraduate) *	Nature of Studies	Type of Degree	
conege (ondergraduate)			
College (Graduate) *			
Vocational/Technical/Trade *			
* Please provide copy of transcripts			

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## **Teaching and/or Administrative 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 Name & Contact Number Name, Address, and Phone Number	Specific Title, Subject, and Grade of Position	Reason for Salary Leaving	
Linployed	Name, Address, and I none Mumber			
Were you ever appointed to tenure in a public school district in New York? Yes No If yes, please place an asterisk (*) next to school(s) from which you receive tenure, and specific tenure area. Were you ever dismissed from a school district conferring tenure pursuant to Educational Law Section 3020-a? Yes No Have you ever been found guilty of charges brought pursuant to Educational 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, w been dismissed from work for other than lack attach specific on a separate sheet of paper.	hat district? of work or funds? Yes No		
	Other Work Experi	ence List most recent experies	nce first	
Date Employed	Employer's Name and Address	Specific Nature of Position	Reason for Leaving	
Please list all	spoken languages other than English.		1	

		1		
Professional and Scholastic Organizations, Memberships, Honors		Academic Achievements		
		and Activities		
Exclude organizations, the name/character of which indicates the race, creed, color or national origin of its members.		List honors, scholarships, fellowships, honorary societies, membership or offices held in extracurricular activities.		
Other Skills	 	Vocational Teacher		
and Abilitie		Applicants		
What extra class activities are yo (For example: coaching, sign languag	ou able to conduct?	Please list vocational work experiences related to the position for which you are applying.		
	Re	eferences		
		ledge of your professional training, ability, and experience hom you have worked) and at least three individuals who have Address and Telephone Number		
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1101050101101				
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Personal				

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Placement folder may be secured from location listed below:				
Name of Institution	ne of Institution Address		City, State, Zip	
May we contact your present em	ployer?			
Yes, you may contact at any time. Daytime telephone number:				
No, please do not contact them at this time.				
<b>Application's Certification and Agreement</b> PLEASE READ CAREFULLY				
e e		• •	dentials and become a legal part of that all the answers are correct and	

this contract in case of appointment. If you are appointed, we shall assume that all the 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 the Mid-Hudson Cooperative Recruitment Program or any participating component district, as an employer, to verify the nationality of individuals hired after November 5, 1986. This may require producing 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.

THERFORE, I understand and agree that the Mid-Hudson Cooperative Recruitment Program or any participating 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.

Applicant's Signature			Date	
DO NOT WRITE IN THIS BOX. FOR SCHOOL USE ONLY				
Position Title	School	Start Date	Viable Candidate	