

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
 11 College Avenue
 Poughkeepsie, New York 12603
 (845) 451 - 4900

Position Preference

Date Available: _____ Full Time Part Time Summer

Teacher
 Teacher Assistant
 Subject _____
 Grade Level _____

Administrator

Substitute Teacher
 Substitute Teaching Assistant

Personal Information

Name: _____

Title (Mr., Mrs., etc.) Last
First
Middle

Present Mailing Address: _____ Home Phone: _____

_____ Work Phone: _____

Permanent Mailing Address: _____ Cell 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: _____

* Please provide copy of transcripts

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	Salary	Reason for Leaving

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.

Did you ever resign to avoid termination? Yes No If yes, please explain below.

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

Have you ever been dismissed from work for other than lack of work or funds? Yes No

If "yes", please attach specific on a separate sheet of paper.

Other Work Experience

List most recent experience first

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

Please list all spoken languages other than English: _____

<p>Professional and Scholastic Organizations, Memberships, Honors</p> <p>Exclude organizations, the name/character of which indicates the race, creed, color or national origin of its members.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Academic Achievements and Activities</p> <p>List honors, scholarships, fellowships, honorary societies, membership or offices held in extracurricular activities.</p> <p>_____</p> <p>_____</p> <p>_____</p>																					
<p>Other Skills and Abilities</p> <p>What extra class activities are you able to conduct? (For example: coaching, sign language.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Vocational Teacher Applicants</p> <p>Please list vocational work experiences related to the position for which you are applying.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																					
<p>References</p> <p>List three individuals who have personal knowledge of your professional training, ability, and experience (especially superintendents and principals under whom you have worked) and at least three individuals who have knowledge of your character.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Position</th> <th style="width: 33%;">Address and Telephone Number</th> </tr> </thead> <tbody> <tr> <td>Professional</td> <td></td> <td></td> </tr> <tr> <td>Professional</td> <td></td> <td></td> </tr> <tr> <td>Professional</td> <td></td> <td></td> </tr> <tr> <td>Personal</td> <td></td> <td></td> </tr> <tr> <td>Personal</td> <td></td> <td></td> </tr> <tr> <td>Personal</td> <td></td> <td></td> </tr> </tbody> </table>		Name	Position	Address and Telephone Number	Professional			Professional			Professional			Personal			Personal			Personal		
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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.

Application's Certification and Agreement ...PLEASE READ CAREFULLY

Information given herewith assumes authorization to investigate your credentials and become a legal part of 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.

THEREFORE, 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

