

SCHENECTADY CITY SCHOOL DISTRICT

EMPLOYMENT APPLICATION

108 Education Drive, Schenectady, NY 12303 (518) 881-2000

The Schenectady City School District does not discriminate based on race, creed, religion, gender, age, disability, national origin, veteran or marital status. An equal opportunity employer.

PERSONAL INFORMATION

NAME Last First Middle Initial Today's Date

ADDRESS No. and Street City State Zip Code Telephone Number

How long at this address (years/months)

Previous address No. and Street City State Zip Code

Social Security Number NYS Retirement Number

Position Applied for

How did you find out about this position? Newspaper Posting Word of mouth Walk-in Other - specify

Have you ever been an employee of the Schenectady City School District? Yes No

If yes, when and in what capacity

The Board of Education considers it desirable that staff be residents of Schenectady.

Are you a resident of the City of Schenectady? Yes No

If not, would you make a commitment to move into the City within one year of employment? Yes No

Check the appropriate line to the right of each question. YES NO

- A. Have you ever resigned from a position rather than face disciplinary action?
B. Has any disciplinary action been brought against you which resulted in your being discharged from employment?
C. Did you ever receive a dishonorable discharge from the Armed Forces of the United States?
D. Have you ever been convicted of any crime (felony or misdemeanor)?
E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges?
F. Have you ever had a teaching credential revoked, suspended, or annulled?
G. Have proceedings ever been initiated against you pursuant to New York State Education Law Section 3020a?

If you answered YES to any of the questions, above, provide on a separate sheet the specifics or an explanation for the response. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

## EMPLOYMENT

Begin with present or most recent employer. If applying for a teaching position, list grade or subject taught, including student teaching experience. PLEASE NOTE: This section must be filled out completely.

<b>Employer</b> ( )	<b>Telephone</b>	<b>Dates Employed</b>		<b>WORK PERFORMED</b>
		<b>FROM</b>	<b>TO</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>				
<b>Reason for Leaving</b>				

<b>Employer</b> ( )	<b>Telephone</b>	<b>Dates Employed</b>		<b>WORK PERFORMED</b>
		<b>FROM</b>	<b>TO</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>				
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		<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>				
<b>Reason for Leaving</b>				

<b>Employer</b> ( )	<b>Telephone</b>	<b>Dates Employed</b>		<b>WORK PERFORMED</b>
		<b>FROM</b>	<b>TO</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Hourly Rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>				
<b>Reason for Leaving</b>				

**IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.**

**SPECIAL SKILLS, QUALIFICATIONS AND HONORS**

Summarize special skills, qualifications, and honors acquired from employment, education or other experience. \_\_\_\_\_

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**EDUCATION**

NAME AND ADDRESS OF HIGH SCHOOL LAST ATTENDED	GRADUATED		Type of Degree, Diploma or Certificate
	YES	NO	

NAME AND ADDRESS OF ALL COLLEGES, UNIVERSITIES, AND GRADUATE SCHOOLS	Dates Attended		Graduated		Type of Degree, Diploma or Certificate
	FROM	TO	YES	NO	

**TENURE**

Have you ever been granted tenure in New York State? \_\_\_\_\_ YES \_\_\_\_\_ NO

NAME OF SCHOOL DISTRICT	TENURE AREA	EFFECTIVE DATE

1

**CERTIFICATE / LICENSE**

<b>Name of Certificate/License</b>	<b>Certificate/License Number</b>	<b>Type (i.e. Initial, Professional, Provisional, Permanent, Adult Ed.)</b>	<b>Date Issued</b>	<b>State</b>

**PLEASE ATTACH COPIES OF CERTIFICATION.**

**REFERENCES**

List below **three (3) references that have observed your work.** This section must be filled out completely.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>

List below **two (2) personal references,** not related to you, who may be contacted. This section must be filled out completely.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>

I hereby declare that the information provided by me is true, factual, and complete. I understand that false statements will disqualify me for employment or cause my subsequent dismissal. If employed by the Schenectady City School District, I understand that I will be required to supply additional personal information for the purpose of determining eligibility for benefits and for statistical data. I voluntarily give the Schenectady City School District the right to investigate my past employment and all statements contained in this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return to: Human Resources Office  
Schenectady City School District  
108 Education Drive  
Schenectady, NY 12303