

EMPLOYMENT APPLICATION

■ GENERAL INFORMATION

Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>
Any other name by which you may have been known in the past	<input type="text"/>	E-Mail Address	<input type="text"/>		
Current Address	<input type="text"/>		Mailing Address <small>(if different than Current Address)</small>	<input type="text"/>	
Phone	<input type="text"/>	Phone	<input type="text"/>		

Position applying for:	<input type="text"/>	Date Available to work:	<input type="text"/>
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■ EDUCATIONAL PREPARATION (Please complete all applicable areas)

Do you have a High School Diploma? Yes No Equivalency Diploma? Yes No

Name & Location of School:

Name & Location of School	Dates of Attended	Semester Hours	Major/Minor	Grade Point Average	Degree	Date Granted

Please provide transcripts

Student Teaching

Dates	Name & Location of School	Subject or Grade Level	Cooperating Teacher

TENURE STATUS

(Only if Applicable)

Were you ever appointed to tenure in a public school district in New York State? Yes No If yes, please complete:

Tenure Area Date Tenure Granted

Name and address of school district where tenure was granted

Following the conferral of tenure, were you ever dismissed from any school district pursuant to New York Education Law section 3012 and 3020-a? Yes No

CERTIFICATION/PROFESSIONAL LICENSE INFORMATION

A. I hereby certify that I hold a teaching certificate issued by the State of New York as follows:

Area of Certification	Form (Certification of qualification, initial, provisional, permanent, professional)	Date

B. A candidate not officially certificated to teach in the public schools of New York State should give the status of his or her application, if any, as follows (check one)

- Application submitted to and approved by the NYS Department of Education - Certificate forthcoming.
- Application filed, decision pending. Application not filed.

C. Have you taken the required New York State Teacher Examination? Yes NO

D. List non - New York State Teaching certificates.

E. List any New York State professional licenses you hold.

F. If you are not certified or licensed, but are working toward certification or license, please summarize your present status.

SPECIAL SKILLS AND ABILITIES

List any special skills and abilities

EMPLOYMENT HISTORY (Most recent first, all areas for each employer must be completed.)

Employer	<input type="text"/>	Telephone	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Address	<input type="text"/>			Full or Part - Time	<input type="text"/>		
Job Title	<input type="text"/>			Summarize the nature of work performed and job responsibilities <input type="text"/>			
Immediate Supervisor, Title & Telephone	<input type="text"/>						
Reason for Leaving	<input type="text"/>			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later for references?			

■ EMPLOYMENT HISTORY CONTINUED

Employer Telephone From To

Address Full or Part - Time

Job Title

Immediate Supervisor, Title & Telephone Summarize the nature of work performed and job responsibilities

Reason for Leaving May we contact Yes No Later for references?

Employer Telephone From To

Address Full or Part - Time

Job Title

Immediate Supervisor, Title & Telephone Summarize the nature of work performed and job responsibilities

Reason for Leaving May we contact Yes No Later for references?

Employer Telephone From To

Address Full or Part - Time

Job Title

Immediate Supervisor, Title & Telephone Summarize the nature of work performed and job responsibilities

Reason for Leaving May we contact Yes No Later for references?

■ OTHER REFERENCES FAMILIAR WITH YOUR WORK

Name	Address	Phone	How Known
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, [1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828](mailto:tuparker@wswhiboces.org). phone: (518) 746-3310, email: tuparker@wswhiboces.org or rblack@wswhiboces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, [32 Old Slip, 26th Floor, New York, NY 10005-2500](mailto:OCR.NewYork@ed.gov), phone (646) 428-3800, fax (646) 428-3843, [email:OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

■ BACKGROUND INFORMATION

Veteran of U.S. Military:

Branch:

Discharge Type:

Discharge Date:

Have you ever been fingerprinted for the purpose of employment? Yes No

If yes, Where? When?

Have you been cleared by NYSED for employment? Yes No

Are you legally eligible for employment in this country? Yes No

Have you ever been convicted of a crime? (felony or misdemeanor) If yes, complete convictions section below. Yes No

Are any criminal charges pending against you? Yes No

Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action? Yes No

Have you ever received an unsatisfactory rating in conjunction with any employment? Yes No

Have you ever been disqualified for employment for any civil service position? Yes No

Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)? Yes No

Have disciplinary charges ever been preferred against you by an employer? Yes No

If yes, were the charges sustained? Yes No

Have you ever resigned as an alternative to facing charges or dismissal? Yes No

Have you ever had a license or certification denied or terminated because of unsatisfactory teaching, fingerprints, or medical record? Yes No

Have you ever had any professional certificate or license denied, revoked, or suspended by any government agency as a result of your record? Yes No

Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child? (If yes, complete the confidentially held information below) Yes No

Date and nature of the finding:

Name of the court:

Name of the judge:

CONVICTIONS:

Charge: Court: Year: Conviction:

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements herein and further authorize all cited references to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize the BOCES to check my references, to obtain information from my former employers and educational institutions, to take other action to investigate any information provided in my employment application, and to obtain information relevant to evaluation my qualifications and fitness for a position. I authorize the WSWHE BOCES to obtain information about my criminal record and authorize all government agencies to provide information about my criminal record to the WSWHE BOCES.

Date/Time Field SIGNATURE OF APPLICANT _____

Please send completed documents to:
(See next page for what is needed)

Washington-Saratoga-Warren-Hamilton-Essex BOCES
Personnel Development Office
1153 Burgoyne Avenue, Suite 2
Fort Edward, NY 12828
apply@wswhiboces.org

■ ADDITIONAL INFORMATION

Include the following items with your completed application:

- **Letter of Interest** (if not previously submitted)
- **Updated Resume**
- **Copy of NYS Certification / NYS License** (if applicable - Administrative & Instructional Positions)
- **Transcripts (Undergraduate & Graduate - 2 Official Paper Copies of the Transcripts, electronic copies will not be accepted)**

Please send all official paper transcripts to:

Washington-Saratoga-Warren-Hamilton-Essex BOCES
Personnel Development Office
Attn: Recruiter
1153 Burgoyne Avenue, Suite 2
Fort Edward, NY 12828

References:

Administrative, Instructional (FT & PT), and Civil Service Positions:

Three written & three telephone references:

(Provide references from current and most recent previous employers, preferably supervisors. At least two of the three references must be from outside the WSWHE BOCES.)

Teaching Assistant (TA) and Teacher Aide Positions:

Two written & phone references:

(Provide references from current and most recent previous employers, preferably supervisors. At least two of the three references must be from outside the WSWHE BOCES.)

IMPORTANT NOTICE: CRIMINAL HISTORY BACKGROUND CHECK

Effective July 1, 2001, Chapter 180 of the Laws of 2000 requires the Commissioner of Education and the New York State Education Department (SED) to request a fingerprint supported criminal history background check for prospective employees of school districts, charter schools and boards of cooperative educational services (BOCES).

EMPLOYMENT AFFIDAVIT

As part of the employment process, applicants for employment at the Washington-Saratoga-Warren-Hamilton-Essex BOCES will be required to sign a notarized Employment Affidavit attesting to the fact that the applicant has not been convicted of any criminal offense nor are there criminal actions pending against the applicant.

FINGERPRINTING

Applicants must be fingerprinted at one of the Morpho Trust sites in the region as directed by BOCES if a finalist. ***The cost is the responsibility of the applicant.*** Fingerprints are submitted to the NYS Education Department, who will conduct an investigation through the DCJS and FBI to determine whether the applicant has a criminal record, and will evaluate that record for employment clearance, prior to the applicant's employment at the BOCES.