

OFFICE OF HUMAN RESOURCES

Spackenkill Union Free School District
15 Croft Road, Poughkeepsie, New York 12603
Telephone: (845) 463-7800
Fax: (845) 463-7804

Application for Professional Employment

Your candidacy will not be considered until all of the following documents are received in the Office of Human Resources:

- Completed and signed district application.
- A cover letter and current resume.
- A copy of your New York State teaching certificate(s). If your NYS certification is pending:
 - Indicate the date when you will have fulfilled the requirements for a certificate and request that your college send a letter verifying that date.
 - Enclose verification that you have achieved satisfactory scores on the NYS Teacher Certification Examinations required for your certificate area.
- Transcripts for college credits completed (both undergraduate and graduate courses). Photocopies of transcripts are acceptable if they are legible and complete. Diplomas and/or grade reports are not acceptable substitutes for transcripts.
- Three current letters of reference (preferably from individuals who have direct knowledge of your professional ability). You may also choose to include additional letters of recommendation, copies of evaluations, or other relevant documents that would assist us in assessing your qualifications.

Your application will be kept on file for one calendar year. If after that time you wish to remain an active candidate for a position with the District, we will request that you update your application. We suggest that you photocopy your completed application for your records before returning it to the Office of Human Resources.

Return all material to:

Mrs. Deirdre Caamano
Spackenkill Union Free School District
15 Croft Road
Poughkeepsie, NY 12603

If you need further assistance, please contact Deirdre at (845) 463-7800.

Spackenkill Union Free School District is an Equal Opportunity Employer

SPACKENKILL UNION FREE SCHOOL DISTRICT

Human Resources - 15 Croft Road
Poughkeepsie, New York 12603
(845) 463-7800

PROFESSIONAL TEACHING & TEACHING ASSISTANT APPLICATION

(An Equal Opportunity Employer)

The Spackenkill Union Free School District does not discriminate on the basis of age, race, gender, creed, color, national origin, marital status or disability in admission or access to treatment or employment in the programs and activities which it provides. Information, including complaint procedures, is available at the offices of the Superintendent to any individual who believes that his/her rights may have been violated by the District or its officials.

Name: _____

Teaching Area: _____

Level: _____

Date: _____



Please return application packet to:

Spackenkill Union Free School District
Office of Human Resources
15 Croft Road, Poughkeepsie, New York 12603
845-463-7800

For Office Use Only:

- _____ Application
- _____ Cover Letter
- _____ Resume
- _____ Transcripts
- _____ Certification
- _____ Fingerprint Clearance
- _____ Personnel Information Sheet

Recommended by _____
Administrator's Name

Signature

Date

Application for Professional Teaching Position

Position Desired: _____ Date: _____

Print Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Present Position: _____ Salary: _____

Social Security Number: _____ Citizen of U.S. Yes No

TEACH ID #: _____ Marital Status: _____ Date of Birth: _____

Gender: Female Male Are you a member of the NYS Retirement System No Yes Ret No. _____

Have you had your fingerprints taken for a school district? Yes, Date _____ No

Have you been a member of the Armed Forces of the United States? Yes, what service _____ No

Did you receive dishonorable discharge? Yes No (A dishonorable discharge is not an absolute bar to employment. Other factors will affect a final decision).

ACADEMIC PREPARTATION:

<u>Name & Location of College</u>	<u>Major</u>	<u>Minor</u>	<u>Degree</u>	<u>Date Awarded</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Honors: (Fellowships, Phi Beta Kappa, Dean's List, Academic Standing, etc):

Extracurricular Activities in College:

What activities would you advise or coach: _____

What sport would you coach: _____

Please state briefly additional information, summer employment, travel, publications, etc:

Professional & Social Organizations in the Education Field: List organizations to which you now belong. State the office & committee chairs you hold or have held:

Student Teaching Experience (if applicable):

<u>School</u>	<u>College Supervisor</u>	<u>Supervising Teacher(s)</u>	<u>From</u>	<u>To</u>	<u>Grade/ Subject</u>
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Full or Part-Time Teaching Experience:

<u>School</u>	<u>Supervisor</u>	<u>From</u>	<u>To</u>	<u>Grade/ Subject</u>
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Other Full Time Employment:

<u>School</u>	<u>Supervisor</u>	<u>From</u>	<u>To</u>	<u>Grade/ Subject</u>
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Teaching Certificates Current or Pending (Must provide a copy of certificate or copy of certification page on TEACH):

<u>Title</u>	<u>Initial, Permanent or Professional</u>	<u>Issue Date</u>	<u>Expiration Date</u>
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Professional Recommendations:

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Did you graduate from Spackenkill High School? Yes - Year _____ No

Do you have a valid license to operate a motor vehicle in New York State? Yes No

Do you need a reasonable accommodation to perform the essential functions of the job for which you apply?
 Yes No If yes, please explain _____

Have you ever been found guilty of charges brought pursuant to an Education Law §3020 proceeding any other disciplinary proceeding? Yes No If yes, please give 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.

Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?
 Yes No

Have you ever been convicted of any crime (felony or misdemeanor)? * Yes No
If yes, please explain _____

If you served in the Armed Forces of the United States, did you receive a discharge which was other than honorable?
 Yes No Not Applicable If yes, you may attach specifics on a separate sheet of paper.

Signature of Applicant: _____

Date: _____

This application will be in an active file for one year. Please feel free to reapply after one year if you are still interested in employment in the Spackenkill Union Free School District.

** The District reserves the right to diligently confirm this information.*



OSPRA 102 (1/03)

Clearance For Employment Request Form

Type or Print All Information

Office of School Personnel Review and Accountability

NYS Education Department
987 Education Building Annex
Albany, NY 12234

ph: (518) 473-2998 fax: (518) 473-8812

www.highered.nysed.gov/tcert/ospra

OSPRA@mail.nysed.gov

Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
- Sections 1 and 3 are to be completed by the prospective employee.
- The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

SECTION 1

Name: (Last, First, Middle Initial)		Social Security Number:		Date of Birth: (00/00/0000)	
Mailing Address		City		State	Zip

SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

<ul style="list-style-type: none"> • Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES. • This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates." • Make no other marks in the box below or the box to the right of this space. 		OSPRA Processing Dates	
Spackenkill Union Free School District 15 Croft Road Poughkeepsie, NY 12603		(leave blank)	First 6 digits of school BEDS or CS-ID #: Charter Schools: Please contact OSPRA to obtain your specific CS-ID number:
			131602
			Title of position employee will be placed in:
Signature of employer representative or fingerprint contact person:	Date:	Telephone # of fingerprint contact person:	
<i>Deidre A. Canano</i>		845-463-7800	

SECTION 3

1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.
 2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998.
- I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer

Signature:

Date:

SECTION 4

Mail completed
OSPRA 102 to:



Spackenkill UFSD
Human Resources
15 Croft Road
Poughkeepsie, NY 12603