

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:

- ✍ This application with each item completed in full in your own handwriting.
- ✍ 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.
 - ✍ Submit verification that you have completed the two workshops required for NYS certification (Reporting of Child Abuse, School Violence Prevention & Intervention).
- ✍ A cover letter and current resume.

✍ Transcripts for all 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.

If an opening arises and you are selected for an interview, you will be contacted by a Principal or Coordinator.

Return all material to: Mrs. Deirdre Caamano, Spackenkill UFSD, 15 Croft Road, Poughkeepsie, NY 12603. If you need further assistance, please contact Deirdre at (845) 463-7800.

Spackenkill U.F.S.D. is an Equal Opportunity Employer.

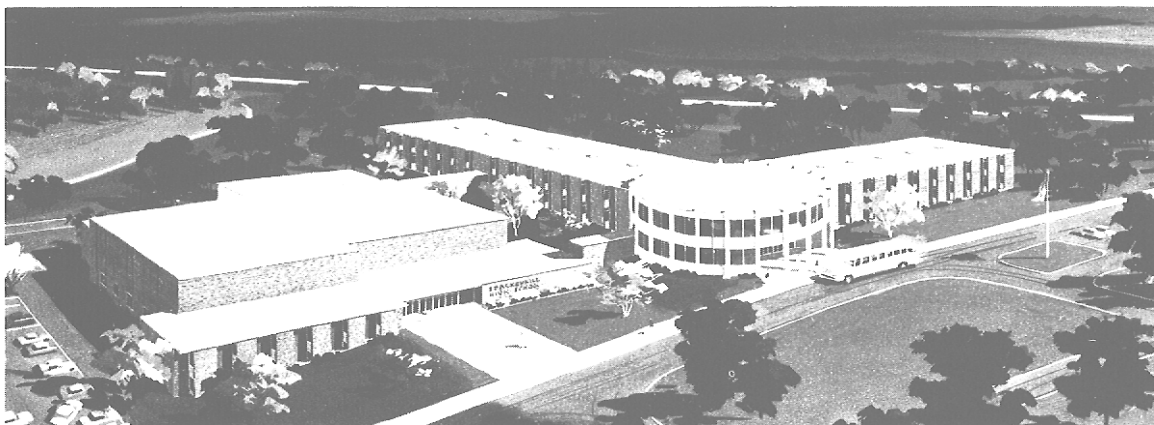
Name: _____

Teaching Area: _____ Level: _____

Date _____

PROFESSIONAL EMPLOYMENT APPLICATION
(An Equal Opportunity Employer)

Spackenkill Union Free School District



Return application to:
Superintendent of Schools
Spackenkill Union Free School District
15 Croft Road
Poughkeepsie, NY 12603
845-463-7800

For Office Use Only:

- _____ Application
- _____ Cover Letter
- _____ Resume
- _____ Transcripts
- _____ Certification
- _____ Background Check
- _____ Personnel Information Sheet

Interviewer _____ Date _____

Interviewer _____ Date _____

APPLICATION FOR PROFESSIONAL POSITION

The New York State Human Rights Law prohibits discrimination because of age, race, creed, color, national origin, sex, disability, or marital status. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, or marital status in connection with employment in the Spackenkill Union Free School District.

Position Desired: _____ Date: _____

Print Name: _____

Permanent Address: _____

Home Phone: _____

Work Phone: _____

Mailing Address: _____

(Will reside here until what date?) _____

E-mail Address: _____

Phone: _____

Present Position: _____

Salary: _____

Social Security Number: _____

Citizen of U.S.? _____

If you are a member of any retirement system, please furnish the name of the system and your membership number:

Have you been a member of the Armed Forces of the United States? _____

If yes, what service: _____

How Long? _____

Did you receive a dishonorable discharge? _____

(A dishonorable discharge is not an absolute bar to employment. Other factors will affect a final decision.)

ACADEMIC PREPARATION:

Name and Location of College:	Major:	Minor:	Degree:	Date Awarded:	Placement Folder on File: Yes/No
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Honors: (Fellowships, Phi Beta Kappa, Dean's List, Academic Standing, etc.) _____

Teaching Certificates Current or Pending

Certificate Title and Number	State	Date Issued	Valid Until	Qualifies For
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I offer the following as persons who may be asked for a **Professional recommendation**:

Name: _____ Title: _____

Address _____

City _____ State _____ Zip _____ Tel. _____

Name: _____ Title: _____

Address _____

City _____ State _____ Zip _____ Tel. _____

Name: _____ Title: _____

Address _____

City _____ State _____ Zip _____ Tel. _____

Are you willing to come to Spackenkill for an interview at your own expense? Yes No

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

Have you ever been found guilty of charges brought under 3020a of the New York State Education Law?
Yes No

If you are employed by the District, you will be asked to have a complete physical examination. Material falsification to any part of this application is grounds for dismissal.

Signature of Applicant

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

