



Wilson Central School

412 LAKE STREET
WILSON, NEW YORK 14172

EMPLOYMENT APPLICATION ADMINISTRATIVE/INSTRUCTIONAL PERSONNEL

POSITION PREFERENCE

1. Teaching

- A. Employment Desired: Full-time Part-time Substitute
- B. Check Level(s) Preferred: K Elementary Secondary
- C. Indicate Grade Level or Subject Preference(s) _____

2. Special Area (Guidance Counselor, Psychologist, Nurse, Library/Media, Music, etc.)

Specify: _____

3. Administrative (Indicate Title) _____

PERSONAL INFORMATION

Name _____
Last First Middle

Present Address _____ Tel. () _____

Permanent Address _____ Tel. () _____

Social Security # (Optional) _____

APPLICANT - do not write in this space

Appl. Sent _____	Salary _____
Interview _____	Credentials _____
Recom. to Bd. _____	Degree _____
Step _____	Phys. Exam. _____

Date of Appointment _____	Date to Begin Work _____
Type of Appointment _____	Health Insurance _____

TO APPLICANT: Law Prohibits Discrimination In Employment Practice Because of Race, Color, National Origin, Sex, Age, Disability or Marital Status.

CERTIFICATION INFORMATION

Do you hold a New York State teaching certificate? Yes No

If so, (a) Type _____

(b) No. _____

(c) Date Issued _____

(a) Type _____

(b) No. _____

(c) Date Issued _____

List other New York State Professional Certificates held (Guidance, Administrative)

(a) Type _____ (b) No. _____

(c) Date Issued _____

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(c) Date Issued _____

Are you a member of the New York State Teachers' Retirement System? Yes No

If so, (a) Retirement No. _____

(b) Contribution Rate _____

(c) Have you elected the Special Service Provision

(55-Year Plan)? Yes No

(d) Have you elected the additional Pension Contribution

(1/120 Plan)? Yes No

EDUCATIONAL PREPARATION

<u>Name and Location of School</u>	<u>Nature of Studies</u>		Specify Diploma
	Major	Minor	
High School			
_____	_____	_____	_____
College (Undergraduate)	Maior	Minor	Specify Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you taken graduate work which resulted in the conferring of an advanced degree? If so, please summarize.

<u>Place</u>	<u>Major Specialization</u>	<u>No. of Credits</u>	<u>Specify Diploma</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

An Official Transcript Will Be Required For All Successful Applicants Prior to Appointment.

PROFESSIONAL EXPERIENCE

List Student Teaching Experience and/or Administrative Internship Here

<u>Name and Location of School</u>	<u>Subject or Grade Level</u>
_____	_____
_____	_____

List Most Recent Experience First. Include Any Substitute Teaching and/or Administrative Experience and Indicate As Such.

<u>Name and Location of School</u>	<u>Specific Nature of Position; i.e., Grade Level, Subject, etc.</u>	<u>Total Yrs./Mos.</u>	<u>If Full-Time Position, Annual Salary</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Leaving Previous Employment _____

May We Contact Your Present Employer? Yes No

RELATED PROFESSIONAL EXPERIENCE

(Educational travel, lectures, addresses, publications, honors, organizational membership, committee chairpersonships or memberships, participation in educational experiments, innovations, special programs, elective positions held in community, scouting, coaching, etc.) DO NOT INCLUDE any organization which requires membership of a particular race or religion.

RELATED PROFESSIONAL EXPERIENCE (cont'd)

OTHER WORK EXPERIENCE (Including U.S. Military Service)

(Business, Trades, Summer Occupations, Military Service)

<u>Firm, Institution or Branch of Military</u>	<u>Nature of Work</u>	<u>Full or Part-Time Employment</u>

Have you ever been released or asked to resign from a professional position? Yes No

If "Yes," please explain on separate sheet.

Have you ever been convicted of any violation of law or ordinance, other than misdemeanors or minor traffic violations? Yes No

If "Yes," please list. _____

List any special courses you have taken for teaching, counseling, or administering pupils of low or superior ability.

List any extra-class or co-curricular activities which you are able to coach or direct:

(Include certification held for coaching).

When will you be able to begin work? _____

REFERENCES

Give the names of at least three people who have closely observed your work as an administrator, teacher, or student. DO NOT INCLUDE LETTERS OF REFERENCE. Recommendations by present and former Superintendents, Principals, Directors, and other supervisors are preferred in the case of experienced teachers or supervisors. Beginning teachers will please include practice teaching supervisor's recommendation.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAME

Occasionally the form of an application blank makes it difficult for an applicant to adequately summarize his/her complete background. To assist us, use the space below to summarize any additional information necessary to describe your full qualifications.

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

Information given herewith assumes authorization to investigate your credentials and becomes a legal part of the contract in case of appointment. If you are appointed, we shall assume that all answers are correct and that all changes of conditions or facts will be reported to the Superintendent of Schools 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.

All applications will be discarded after two years. Please complete a new application if you still wish to be considered after this lapse of time.

Thank you for completing this application form and for your interest in employment with us.

Date

Applicant's Signature

The Wilson Central School District advises students, parents, employees and the general public that it does not discriminate on the basis of sex, race, color, national origin, handicapping conditions, marital status or veteran status in the employment or the educational programs, including vocational education opportunities, and activities which it operates, and is in full compliance with Title IX of the Education Amendments of 1972 and Section 504 of the rehabilitation Act of 1973. Inquiries regarding this nondiscrimination policy and copies of the grievance procedure for the prompt resolution of complaint may be directed to the attention of Carolyn Oliveri, Business Administrator, Wilson Central School District, P.O. Box 648, Wilson, NY 14172 (716)751-9341.