

**NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
315-624-1280**

PERSONAL DATA

Date of Application:
Name: (Last, First, Middle)
Current Address:
Email Address:
Permanent Phone:
Position Applied For:
Are you applying for substitute teaching? <input type="checkbox"/> Yes <input type="checkbox"/> No
U. S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
NYS Teacher Retirement System Number:
Have you been fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATIONAL PREPARATION (Please list most recent first.)

Name & Address of Institutions Attended (Including High School, Colleges and Graduate School)	# Years Attended	Major	Semester Hours	Degree

STUDENT TEACHING OR INTERNSHIP EXPERIENCE

Name of School	Address	Subject/Grade	Immediate Supervisor	Length of Employment

PROFESSIONAL EXPERIENCE

(Please list most recent first.)

Name of School	Address & Phone Number	Subject Grade	Immediate Supervisor	Dates Employed	Reason for Leaving

OTHER WORK EXPERIENCE

(Include Military Service)

Name of Employer	Address & Phone Number	Position & Nature of Work	Dates Employed	Reason for Leaving

SPECIAL ABILITIES

List extra-curricular, athletic, or special interest activities, which you would be willing to coach, advise, chaperone, or moderate.
Rank them according to your preference. Indicate any special abilities i.e., ability to sign.

OTHER ACTIVITIES AND HONORS

List any additional activities or hobbies that you care to furnish.

CERTIFICATION DETAILS (PLEASE ATTACH A COPY OF YOUR CERTIFICATE)

Area/Grade Level(s)	Type(IN/Prov/Perm)	Issuing State	Date Received	Valid Until	Certificate Number

REFERENCES

Please list references who would have knowledge of your qualifications for this position.

Name	Address & Phone Number	Position

Official transcripts should be forwarded to the District as soon as possible. List name and address of agency from which your placement folder may be obtained.

Are you capable of performing in a reasonable manner, the activities involved in the job or occupation for which you have applied? (If no, explain)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a legal right to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are an alien with a legal right to work in the United States, and are applying for a teaching position, do you intend to apply for United States Citizenship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime? (If yes, explain:)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever served in the Military?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you receive a dishonorable discharge? A dishonorable discharge is not an absolute bar to employment, and other factors will affect a final hiring decision. Section 75 Rights.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you an exempt volunteer fireman?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you ever appointed tenure in a public school in New York? Give date, name and address where tenure was granted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please use the space below to briefly describe your strengths and weaknesses. State your reasons for desiring this position and your concept of the job: (Attach sheet if necessary.)

APPLICANT'S STATEMENT

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.

I authorize investigation of all statements contained in this application for employment, my resume, my educational background and any prior or subsequent employment, as may be necessary in arriving at any employment decision, or in arriving at other decisions relating in any way whatsoever to my employment.

Signature of Applicant

Date

FOR OFFICE USE ONLY	INTERVIEW DATE: _____
	BY: _____
	DISPOSITION: _____

Please return completed application to:
Superintendent of Schools
New Hartford Central School District
33 Oxford Rd.
New Hartford, NY 13413

EQUAL OPPORTUNITY EMPLOYER