

GREENBURGH ELEVEN UFSD
P.O. Box 501
Dobbs Ferry, NY 10522

PROFESSIONAL STAFF APPLICATION

(Teachers, Speech Teachers, Social Workers, Counselors, School Psychologists)

Position Applying For: _____

PERSONAL DATA:

Mr./Ms./Dr, _____ (Last 4 digits only) XXX-XX-
(circle one) (Last) (First) (MI) (Social Security Number)

Present Address _____
(Street Address) (City/State/Zip)

_____ (Home Phone) _____ (Work Phone) _____ (Cell Phone) _____ (E-Mail Address)
Permanent Address _____
(Street Address) (City/State/Zip)

NYS Certification: _____ Expiration Date _____

NYS Certification: _____ Expiration Date _____

Other Certification: _____ Expiration Date _____

Other Certification: _____ Expiration Date _____

Have you ever had a certificate revoked by th is or any other state? Yes No

CURRENT STATUS

Present Position: _____
(Title) (Employer) (City, State)

Available for position _____
(Date)

AMENDED OATH OF ALLEGIANCE:

"I do hereby pledge and declare that I will support the Constitution of the United States of America and the Constitution of the State of New York, and I will faithfully discharge the duties of the position of substitute according to the best of my ability."

Signature: _____ Date: _____

CAREER PROFILE: In chronological order; leave no time gaps; include non-employed periods.

EDUCATION

School or Institution, City, State	Dates Attended From (Mo./Yr.) – To (Mo./Yr.)	Degree/Credit Hours

PROFESSIONAL EXPERIENCE (Work, Military and Other Experiences, Include Non-Employed Periods)

School or Institution, City, State	Dates Attended From (Mo./Yr.) – To (Mo./Yr.)	Level/Subject	Position/Title	Supervisor/ Sponsoring Employer	Reason For Leaving

STUDENT TEACHING OR INTERNSHIPS

School or Institution, City, State	Dates Attended From (Mo./Yr.) – To (Mo./Yr.)	Level/Subject	Position/Title	Supervisor/ Sponsoring Employer

ACHIEVEMENTS

	School or Institution	Collegiate Grade Point Average	Major
Undergraduate			
Graduate			

Please indicate all awards, honors and distinctions which you have received:

CONFIDENTIAL REFERENCES: Confidential recommendation forms are included in the Professional Staff Candidate Application packet for you to distribute to your references. Please list the three confidential references (below) that you wish to include in your file who can evaluate you professionally. Please distribute these forms and have references mail/fax the completed forms directly to Personnel Services.

<u>Name</u>	<u>Title</u>	<u>Employer/Mailing Address</u>	<u>Phone</u>	<u>E-mail Address</u>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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CANDIDATE'S STATEMENT: Please write a brief statement which you think may be of interest to us in our consideration of your candidacy.

SPECIAL INTERESTS AND ACTIVITIES: Please comment on any special skills, training, abilities, interests and experiences which are relevant to the position for which you are applying.

- | | |
|--|---|
| 1. Clubs, offices, activities, nonprofit, etc. | 6. Hobbies or recreational activities |
| 2. Dramatics, debating, speaking | 7. Job-related organizations, committees, conferences |
| 3. Art and music | 8. Athletics and coaching |
| 4. Foreign language skills | 9. Other |
| 5. Travel | |

Comments on any special interests and activities:

Item #	Comment

MORAL CHARACTER DETERMINATION: Mark the appropriate response to the right of each question.

- | | |
|---|----------------|
| A. Have you ever resigned from a position rather than face disciplinary action? | Yes ___ No ___ |
| B. Were you ever dismissed or discharged from any employment for reasons other than lack of work? | Yes ___ No ___ |
| C. Has any disciplinary action been brought against you, which resulted in your being discharged from employment? | Yes ___ No ___ |
| D. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? | Yes ___ No ___ |
| E. Have you ever been convicted of any crime (felony or misdemeanor)? If yes, submit official copies of the Court Record, including disposition of the case. | Yes ___ No ___ |
| F. Are you now under charges for any crime (felony or misdemeanor)? | Yes ___ No ___ |
| G. Have you ever forfeited bail bond posted to guarantee your appearance in Court to answer any charges? | Yes ___ No ___ |
| H. Have you ever had a Teaching credential revoked, suspended, or annulled? | Yes ___ No ___ |

***If you answered "YES" to any of the questions above,** provide on a separate sheet of paper, the specifics or an explanation for the response. None of the above circumstances represents an automatic bar to full consideration of this candidacy.

NYS TEACHERS' RETIREMENT SYSTEM ACCEPTANCE/DECLINATION

I DO wish to become a member of the NYS Teacher Retirement System ☐

I DO NOT wish to become a member of the NYS Teacher Retirement System ☐

I am ALREADY a member of TRS. Membership # _____

I was offered the option of enrolling in the New York State Teacher Retirement System pursuant the New York State Retirement and Social Security Law.

By signing this application the undersigned consents to the Greenburgh Eleven UFSD obtaining a criminal background inquiry if, in its sole discretion, it determines that such an inquiry would be beneficial to the employer.

Note: This application is the property of the Greenburgh Eleven UFSD and will be kept active for one year unless withdrawn or renewed. It will be destroyed after two years of inactive classification. All pre-employment material will be treated as confidential information.

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification will be sufficient cause for disqualification or dismissal. References and personal information which become part of this record are to be regarded as confidential and will not be revealed to me.

Signature: _____ **Date:** _____

The District is an equal opportunity employer and does not discriminate on the basis of sex, race, national or ethnic origin, age, religion, or handicapping conditions.