



NORTHERN ADIRONDACK CENTRAL SCHOOL

P.O. Box 164
5572 Rt. 11
Ellenburg Depot, NY 12935

Telephone: (518) 594-7060

Fax: (518) 594-7255

INSTRUCTIONAL/ADMINISTRATIVE EMPLOYMENT APPLICATION

Administrative

Instructional

Substitute

Last Name

First

Middle

Position Applying For

Directions:

1. Complete Questions 1-27 of the Employment application. Do not indicate, "See attached résumé or materials."
2. Attach copies of certificate(s).
3. Attach copies of unofficial undergraduate and graduate transcripts.
4. Attach résumé.
5. Request placement credentials, if relevant.
6. Send official undergraduate and graduate transcripts to the above address.

Indicate date requested: _____

7. *In your own handwriting*, answer the following questions on a separate sheet of paper.
 - a. Why you are interested in this particular position?
 - b. What particular strengths would you bring to this district?
 - c. What additional information should we consider in the evaluation of your application?
8. Attach three recent letters of reference.

Please send all materials to the *Office of the Superintendent of Schools* at the above address.

The Northern Adirondack Central School District, in compliance with Title IX of the Education Amendments of 1972 and Regulation 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or other protected class per law.

PERSONAL DATA

1. _____
 Last Name First Middle _____
 Other Names(s) Necessary for Verification

2. _____
 Permanent Address

3. _____
 Telephone Number

4. _____
 E-mail

5. _____
 Local Address

6. _____
 Telephone Number

7. _____
 New York State Teachers' Retirement System Number

8. _____
 Social Security Number

9. Date Available for Employment _____

10. Have You Ever Been Convicted of a Felony or Misdemeanor? YES NO

If "Yes," state the date, location, and nature of the act: _____

11. Military Service: (If relevant) _____

Branch Date Entered Date Discharge Type of Discharge

EMPLOYMENT DATA

12. _____
 Present Employer

13. _____
 Telephone Number

 Address

14. _____
 E-mail

 City State Zip Code

15. _____
 Position

16. _____
 Salary

17. Have you been tenured? YES NO If yes, where and when _____

18. Have you been terminated? YES NO If yes, where and when _____

19. CERTIFICATION (Please attach copies)

State	Date Issued	Title	Provisional/ Permanent

20. EDUCATIONAL PREPARATION *(Begin with most recent)*

School Name & Address	Major	Minor	Dates Attended	Degree & Date Conferred
HIGH SCHOOL ATTENDED				

21. TEACHING EXPERIENCE *(Begin with most recent)*

Name & Address of Employer	Dates	Grades & Subjects Taught

22. ADMINISTRATIVE EXPERIENCE *(Begin with most recent)*

School/District Name & Address	Position	Dates

23. OTHER RELATED EXPERIENCE *(Include Civic and Community Participation)*

Firm/Organization Name & Address	Position	Dates

24. REFERENCES (Include at least 3 names of administrators or supervisors from your current and immediate previous employer.)

Name	Official Position	Complete Mailing Address	Telephone

25. INDEMNIFICATION

I understand that the Northern Adirondack Central School District will make an extensive inquiry regarding my background and experience, and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) so long as the information given is relevant to the duties for which I have applied. I understand that information gathered, in part or whole, may be shared with members of the school district involved in the search process. If requested, I will sign individual releases. I further understand that all information gathered by the district regarding my application will be the property of the school district and will not be released to me unless required by Federal or State statutes or regulation.

Signature

Date

26. FINGERPRINT CLEARANCE FOR EMPLOYMENT

Have you ever been fingerprinted? YES NO

If yes, state reason: _____

Please Note: The Schools Against Violence in Education (SAVE) Legislation requires the Commissioner of Education to conduct Fingerprint supported criminal history background checks for all school personnel, including applicants for certification, in addition to all prospective employees of school districts. If you have not filed with the State Education Department for clearance for employment and you are offered a position, fingerprinting will be arranged by the school district.

27. ATTESTATION

I hereby affirm that the information provided within this application and attached thereto is true and correct to the best of my knowledge.

Signature

Date

Willful misrepresentation of a fact may result in dismissal of an applicant hired or retained by the school district.

PLEASE RETURN COMPLETED APPLICATION TO:

Mrs. Laura J. Marlow
Superintendent of Schools
Northern Adirondack Central School
P.O. Box 164
Ellenburg Depot, NY 12935