

SPACKENKILL UNION FREE SCHOOL DISTRICT

Human Resources - 15 Croft Road
Poughkeepsie, New York 12603
(845) 463-7800

ADMINISTRATION, PROFESSIONAL TEACHING & TEACHING ASSISTANT APPLICATION

(An Equal Opportunity Employer)

The Spackenkill Union Free School District does not discriminate on the basis of age, race, gender, creed, color, national origin, marital status or disability in admission or access to treatment or employment in the programs and activities which it provides. Information, including complaint procedures, is available at the offices of the Superintendent to any individual who believes that his/her rights may have been violated by the District or its officials.

Name: _____

Area: _____

Level: _____

Date: _____



Please return application packet to:

***Spackenkill Union Free School District
Office of Human Resources
15 Croft Road, Poughkeepsie, New York 12603
845-463-7800***

For Office Use Only:

_____ Application
_____ Cover Letter
_____ Resume
_____ Transcripts
_____ Certification
_____ Fingerprint Clearance
_____ Personnel Information Sheet

Recommended by _____

Administrator's Name

Signature

Date

Application for Professional Employment

Position Desired: _____

Date: _____

Print Name: _____

Mailing Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Present Position: _____

Social Security Number: _____

Citizen of U.S. ____ Yes ____ No

TEACH ID #: _____

Gender: (please circle) Male / Female / Non-binary / Prefer Not to Answer OR choose from drop-down menu at right:

Are you a member of the NYS Retirement System ____ Yes Ret No. _____ ____ No

Have you had your fingerprints taken for a school district? ____ Yes, Date _____ ____ No

Have you been a member of the Armed Forces of the United States? ____ Yes, what service _____ ____ No

Did you receive dishonorable discharge? ____ Yes ____ No (A dishonorable discharge is not an absolute bar to employment. Other factors will affect a final decision).

ACADEMIC PREPARATION:

Name & Location of College

Major

Minor

Degree

Date

Awarded

Honors: (Fellowships, Phi Beta Kappa, Dean's List, Academic Standing, etc):

Extracurricular Activities in College:

What clubs or activities would you be interested in advising or coaching?

Please state briefly additional information, summer employment, travel, publications, etc:

Professional & Social Organizations in the Education Field: List organizations to which you now belong. State the office & committee chairs you hold or have held:

Student Teaching Experience (if applicable):

<u>School</u>	<u>College Supervisor</u>	<u>Supervising Teacher(s)</u>	<u>From</u>	<u>To</u>	<u>Grade/ Subject</u>
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Full or Part-Time Teaching Experience:

<u>School</u>	<u>Supervisor</u>	<u>From</u>	<u>To</u>	<u>Grade/ Subject</u>
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Other Full Time Employment:

<u>School</u>	<u>Supervisor</u>	<u>From</u>	<u>To</u>	<u>Grade/ Subject</u>
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Teaching Certificates Current or Pending (Must provide a copy of certificate or copy of certification page on TEACH):

<u>Title</u>	<u>Initial, Permanent or Professional</u>	<u>Issue Date</u>	<u>Expiration Date</u>
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Professional Recommendations:

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Did you graduate from Spackenkill High School? ☐ Yes - Year _____ ☐ No

Do you have a valid license to operate a motor vehicle in New York State? ☐ Yes ☐ No

Have you ever been found guilty of charges brought pursuant to an Education Law §3020 proceeding any other disciplinary proceeding? Yes No If yes, please give the specifics of the charge(s) of which you were found guilty, the penalty you received and when the determination as to guilt and penalty were made.

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 If yes, please explain:

If you served in the Armed Forces of the United States, did you receive a discharge which was other than honorable?
Yes No Not Applicable If yes, you may attach specifics on a separate sheet of paper.

Your application will not be reviewed or considered complete until all of the following required materials have been received:

- Completed and signed district application.
- A cover letter and current resume.
- 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.
- Transcripts for 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.

Signature of Applicant: _____

Date: _____

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

** The District reserves the right to diligently confirm this information.*