

■ Application for Professional Appointment

**Voorheesville Central School District
Voorheesville, New York 12186**

Please mail letter of application, résumé, completed application form and placement file to:

**Dr. Teresa T. Snyder
Voorheesville Central School District
P.O. Box 498
Voorheesville, New York 12186**

Position _____
Desired: _____ Date: _____

Personal Information

<i>Last Name</i>	<i>First</i>	<i>Middle</i>
<i>Home Address</i>	<i>City / State / Zip</i>	<i>Phone</i>
<i>Work Address</i>	<i>City / State / Zip</i>	<i>Phone</i>

FOR OFFICE USE ONLY

_____ **File** _____

Enclosures: _____

References _____ Interview Record _____

Transcripts _____ Other () _____

FOLLOW-UP RECORD	INITIALS	DATE
Application Acknowledged		
Interviewed by Superintendent		
Interviewed by Principal		
Interviewed by Chairperson/Committee		
Appointment Offered		
Appointment Accepted		
Board Appointed		

Placement _____ Date Position Begins _____

Yrs. Credited: _____ Credit Hrs: _____ Step: _____ Salary: _____

Please complete this application even though information requested may be duplicated in your résumé or placement papers.

Please submit the following information with your application:

- Letter of Interest
- Résumé
- College Transcripts
- 3 Letters of Recommendation
- Fingerprint Clearance

It is the policy of the Voorheesville Central School District that no person shall be subjected to discrimination on the basis of race, color, sex, national origin, religion, disability or any other personal characteristic protected under federal, state, or local law.

Personal Information

Social Security Number: ___ - ___ - _____

N.Y.S. Teachers' Retirement Number: _____

Current Salary: \$ _____

Education and Professional Preparation

Graduate Institution(s)	Address	Major/Minor	Degree/Date

Certificates

Title of Certificate(s)	Date Issued	Expiration Date	Valid in State of

Employment History

List all experiences in reverse order. Include both school and non-school experience and any military service.

Institution or Activity and Location	Title of Position	Years(From/To)	Size of Bldg.

Recognition - Honors, Awards, Publications Professional Organizations

Extra-Curricular Activities

Did you receive tenure in another school district?

Yes No

Year _____ District _____

Are you authorized to work lawfully in the United States?

Yes No

Have you ever been convicted of or pled guilty to a crime and/or violation, either a misdemeanor or a felony (including but not limited to child abuse, theft, moving motor vehicle violations, drug related charges or other violent crimes)?

Yes No

Have you ever been found guilty of professional misconduct, been dismissed or asked to resign from any position in any state?

Yes No

If YES to either of the last two questions, attach an explanation to this application.

References

Please provide three references that are familiar with your work history. Include the name of your immediate supervisor.

1. Name _____ Title _____
Address _____ City _____
State/Zip _____ Phone _____

2. Name _____ Title _____
Address _____ City _____
State/Zip _____ Phone _____

3. Name _____ Title _____
Address _____ City _____
State/Zip _____ Phone _____

Philosophy Statements/Writing Samples

Please respond briefly, in your own handwriting, to the following two questions. Use space provided on the back page.

1. What single achievement at any stage of your professional career gave you the most satisfaction?
2. What qualities do you possess that would interest the Voorheesville Central School District in your candidacy?

NAME:

POSITION:

DATE:

Question 1:

Question 2:

I certify that the information entered on this application is true, complete and accurate.

Signature

Date