

# Putnam Valley Central School District

171 Oscawana Lake Road  
Putnam Valley, New York 10579  
(845) 528-8143

## Certified Employment Application

### Personal Information

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_

New York State Retirement System Member: Yes \_\_\_ No \_\_\_

New York State Retirement System Member #: \_\_\_\_\_

Application Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Placement Information

Position Applying for: \_\_\_\_\_

Department: \_\_\_\_\_

Type of Employment: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

Are you willing to be a substitute? \_\_\_\_\_

### Certification: Child Abuse/School Violence Prevention & NYS Certifications:

I hold the following NYS Certificate(s) (Please provide copies):

<u>Area</u>	<u>Date Issued</u>	<u>Expiration Date</u>	<u>Type</u>
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____

### Tenure Area

Were you ever appointed to tenure in a public school district  
in New York State? Yes \_\_\_ No \_\_\_

Area: \_\_\_\_\_ Date Granted: \_\_\_\_\_

District: \_\_\_\_\_

Were you ever denied tenure in a  
public school district in New York  
State or another state?

Yes \_\_\_ No \_\_\_

### Educational Preparation

High School: \_\_\_\_\_

College/University

<u>Business or Technical Schools</u>	<u>From</u>	<u>To</u>	<u>Degree</u>	<u>Major/Minor</u>
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____
d. _____	_____	_____	_____	_____
e. _____	_____	_____	_____	_____
f. _____	_____	_____	_____	_____

### **Student Teaching/Internship Experience**

Please list experiences in recognized preparation programs only.

District School Name: \_\_\_\_\_

Dates \_\_\_\_\_ Grade(s) \_\_\_\_\_ Subject(s) \_\_\_\_\_

Supervisor \_\_\_\_\_

District School Name: \_\_\_\_\_

Dates \_\_\_\_\_ Grade(s) \_\_\_\_\_ Subject(s) \_\_\_\_\_

Supervisor \_\_\_\_\_

District School Name: \_\_\_\_\_

Dates \_\_\_\_\_ Grade(s) \_\_\_\_\_ Subject(s) \_\_\_\_\_

Supervisor \_\_\_\_\_

### **Additional Skills**

Languages: \_\_\_\_\_ Fluent: \_\_\_\_\_ Minimal: \_\_\_\_\_  
\_\_\_\_\_

Piano: \_\_\_\_\_

Art: \_\_\_\_\_

Vocal: \_\_\_\_\_

Physical Education: \_\_\_\_\_

Coaching: \_\_\_\_\_ Description: \_\_\_\_\_

### **Current Employment Information**

School District: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Available: \_\_\_\_\_

### **Other Experience in Education**

Position: \_\_\_\_\_

School: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Subject: \_\_\_\_\_

Time: \_\_\_\_\_

Last Employed: \_\_\_\_\_

Years: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Subject: \_\_\_\_\_

Time: \_\_\_\_\_

Last Employed: \_\_\_\_\_

Years: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Subject: \_\_\_\_\_

Time: \_\_\_\_\_

Last Employed: \_\_\_\_\_

Years: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Subject: \_\_\_\_\_

Time: \_\_\_\_\_

Last Employed: \_\_\_\_\_

Years: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Experience Other Than in Education**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Dates: \_\_\_\_\_

**Professional References (must provide at least three)**

Name: (Current Supervisor) \_\_\_\_\_ May we contact now? \_\_\_\_\_

Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Answer "Yes" or "No"**

Veteran: \_\_\_\_\_ Discharge Type: \_\_\_\_\_

Branch: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Have you ever been fingerprinted for the purpose of employment? \_\_\_\_\_

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Are you legally eligible for employment in this country? (requires two original forms of I.D.) \_\_\_\_\_

Have you ever been convicted of a crime? (other than minor traffic violations) \_\_\_\_\_

Are any criminal charges pending against you? (other than minor traffic violations) \_\_\_\_\_

Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action? \_\_\_\_\_

Have you ever received an unsatisfactory rating in conjunction with any pedagogical employment?	_____
Have you ever been disqualified for employment for any civil service position?	_____
Have you ever been discharged or required to resign from any position? (other than staff reduction layoffs)	_____
Have charges ever been preferred against you by an employer?	_____
If yes, were the charges sustained?	_____
Have you ever resigned as an alternative to facing charges or dismissal?	_____
Have you ever had a license or certificate denied or terminated because of unsatisfactory teaching, fingerprints or medical record?	_____
Have you ever had any professional certificate or license denied, revoked, or suspended by any government agency as a result of your record?	_____
Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child? (If yes, complete the <i>confidentially held</i> information below.)	_____
Date and nature of the finding: _____	
Name of the court: _____	
Name of the judge: _____	

**Applicant's Statement:**

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements herein and further authorize all cited references to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize the Putnam Valley Central School District to check my references, to obtain information from my former employers and educational institutions, to take other action to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize the Putnam Valley Central School District to obtain information about my criminal record and authorize all government agencies to provide information about my criminal record to the School District.

I understand that any omissions on this application may prevent my application from being evaluated and that any misrepresentation, falsification or omission on this application or on other documents submitted to the School District will be sufficient cause for this application not to be considered by the School District or for discharge if I have been employed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The Putnam Valley Central School District does not discriminate on the basis of sex, race, creed, national origin, age or disability, in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Americans with Disabilities Act.