



SCHENECTADY CITY SCHOOL DISTRICT  
EMPLOYMENT APPLICATION

108 Education Drive, Schenectady, NY 12303 (518) 881-2000

The Schenectady City School District does not discriminate based on race, creed, religion, gender, age, disability, national origin, veteran or marital status. An equal opportunity employer.

PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle Initial Today's Date

Address \_\_\_\_\_  
No. and Street City State Zip Code Telephone Number

How long at this address (years/months) \_\_\_\_\_

Previous address \_\_\_\_\_  
No. and Street City State Zip Code

Social Security Number \_\_\_\_\_ NYS Retirement Number \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you find out about this position? \_\_\_\_\_ Newspaper \_\_\_\_\_ Posting \_\_\_\_\_ Word of mouth  
\_\_\_\_\_ Walk-in \_\_\_\_\_ Other- specify \_\_\_\_\_

Have you ever been an employee of the Schenectady City School District? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, when and in what capacity \_\_\_\_\_

The Board of Education considers it desirable that staff be residents of Schenectady.

Are you a resident of the City of Schenectady? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, would you make a commitment to move into the City within one year of employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check the appropriate line to the right of each question.	YES	NO
A. Have you ever resigned from a position rather than face disciplinary action?	_____	_____
B. Has any disciplinary action been brought against you which resulted in your being discharged from employment?	_____	_____
C. Did you ever receive a dishonorable discharge from the Armed Forces of the United States?	_____	_____
D. Have you ever been convicted of any crime (felony or misdemeanor)?	_____	_____
E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges?	_____	_____
F. Have you ever had a teaching credential revoked, suspended, or annulled?	_____	_____
G. Have proceedings ever been initiated against you pursuant to New York State Education Law Section 3020a?	_____	_____

If you answered YES to any of the questions, above, provide on a separate sheet the specifics or an explanation for the response. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

## EMPLOYMENT

Begin with present or most recent employer. If applying for a teaching position, list grade or subject taught, including student teaching experience. PLEASE NOTE: This section must be filled out completely.

Employer ( )	Telephone	Dates Employed		WORK PERFORMED
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting	Final	
Supervisor				
Reason for Leaving				

Employer ( )	Telephone	Dates Employed		WORK PERFORMED
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting	Final	
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		From	To	
Address				
Job Title		Hourly Rate/Salary Starting	Final	
Supervisor				
Reason for Leaving				

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER

**SPECIAL SKILLS, QUALIFICATIONS AND HONORS**

Summarize special skills, qualifications, and honors acquired from employment, education or other experience \_\_\_\_\_

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**EDUCATION**

NAME AND ADDRESS OF HIGH SCHOOL LAST ATTENDED	GRADUATED		Type of Degree, Diploma or Certificate
	YES	NO	

NAME AND ADDRESS OF ALL COLLEGES, UNIVERSITIES, AND GRADUATE SCHOOLS	Dates Attended FROM TO	Graduated		Type of Degree, Diploma or Certificate
		YES	NO	

**TENURE**

Have you ever been granted tenure in New York State? \_\_\_\_\_ YES \_\_\_\_\_ NO

NAME OF SCHOOL DISTRICT	TENURE AREA	EFFECTIVE DATE

**CERTIFICATE / LICENSE**

<b>Name of Certificate/License</b>	<b>Certificate/License Number</b>	<b>Type (i.e. Initial, Professional, Provisional, Permanent, Adult Ed.)</b>	<b>Date Issued</b>	<b>State</b>

**PLEASE ATTACH COPIES OF CERTIFICATION**

**REFERENCES**

List below **three (3) references that have observed your work.** This section must be filled out completely.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>

List below **two (2) personal references,** not related to you, who may be contacted. This section must be filled out completely.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>

I hereby declare that the information provided by me is true, factual, and complete. I understand that false statements will disqualify me for employment or cause my subsequent dismissal. If employed by the Schenectady City School District, I understand that I will be required to supply additional personal information for the purpose of determining eligibility for benefits and for statistical data. I voluntarily give the Schenectady City School District the right to investigate my past employment and all statements contained in this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return to:     Human Resources Office  
                              Schenectady City School District  
                              108 Education Dr.  
                              Schenectady, NY 12303