

# Genesee Valley Central School District

1 Jaguar Drive - Belmont, New York 14813 - (585) 268-7900 - www.genvalley.org

*Mission: Genesee Valley Central School will create a culture that fosters continuous learning, growth and value of the individual so that our students can be productive in the 21<sup>st</sup> Century.*

## Application for Professional Employment

Applicant's Full Name: \_\_\_\_\_  
(Last) (First) (M.I.) (Maiden Name)

Social Security#: \_\_\_\_\_ Teacher's Retirement No. \_\_\_\_\_ Tier \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Permanent Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Home) (Cell)

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference sources from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Indicate Position(s) for Which You Are Applying:

Teacher  Psychologist  Library/Media  Other \_\_\_\_\_  
 Administrator  Counselor  Substitute Teacher  Coach \_\_\_\_\_

List grade level(s) and/or subject area(s) in order of preference: \_\_\_\_\_

Are you a U.S. citizen?  
 Yes  No

If not, are you eligible to work in the U.S.?  
 Yes  No

Please mail application, resume, transcripts, and placement file complete with letters of reference to:

Superintendent  
Genesee Valley Central School District  
1 Jaguar Drive  
Belmont, New York 14813

The Genesee Valley Central School District is an equal opportunity employer.

**I. Employment/Experience:** Please list your experience chronologically, beginning with the most recent. Include both substitute and student teaching experiences if they have occurred in the last five years. This section must be completed in full - do not indicate "see resume." **Names and addresses for all organizations you have worked for must be listed. Please attach additional sheet, if needed.**

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Dates of employment (month/year) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position / Title: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Dates of employment (month/year) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position / Title: \_\_\_\_\_  
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Description of Duties: \_\_\_\_\_  
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Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Dates of employment (month/year) From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position / Title: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**II. Education and Professional Training** (List chronologically.)

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance From.....To
High School						
College/University						

**III. Military Experience:**

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

**IV. Certification:** (Please enclose a photocopy of your New York certificate)

Areas of New York State Certification:	Certification #	Type of Certification
1.		Exp. Date:
2.		Exp. Date:
3.		Exp. Date:

If you have been issued a certificate in another state, please enclose a photo copy.

State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Certification/Endorsements \_\_\_\_\_

**Professional Organization(s):**

Year \_\_\_\_\_ Activity \_\_\_\_\_ Type of Participation \_\_\_\_\_

Year \_\_\_\_\_ Activity \_\_\_\_\_ Type of Participation \_\_\_\_\_

**V. General Information:**

Month, Day and Year available for employment \_\_\_\_\_ Are you under contract?..... ( ) No ( ) Yes

If yes, where? \_\_\_\_\_ Present Position \_\_\_\_\_

If presently employed, why do you wish to change? \_\_\_\_\_

If under contract, what type? ( ) Probationary ( ) Continuing/Tenure ( ) Other (explain) \_\_\_\_\_

If not under contract now, have you ever held a tenured position in New York?..... ( ) No ( ) Yes

If yes, cite school district(s) and date(s) \_\_\_\_\_

Have you ever been refused tenure? (If yes, explain on back.) ..... ( ) No ( ) Yes

Have you ever been discharged or requested to resign from a position? (If yes, explain on last page) ..... ( ) No ( ) Yes

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back.) ..... ( ) No ( ) Yes

Have you ever had a certificate or license revoked or suspended? (If yes, explain on back.) ..... ( ) No ( ) Yes

Are any criminal charges or proceedings pending against you? ..... ( ) No ( ) Yes

**VI. Professional References:**

It is the applicant's responsibility to provide the school district with the following information in order to be considered for employment:

- A. The names of at least three reference sources must be provided and must include current employer, if employed, or last employer, if not currently employed.
- B. Unless included in placement file, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience.  
Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file or by listing their names below.

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1.			
2.			
3.			

**VII. Extracurricular Activities:**

List those extra-curricular activities you are interested in coaching/supervising.

\_\_\_\_\_

\_\_\_\_\_

**VIII. Other Information:**

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship.

\_\_\_\_\_

Explain any physical or mental conditions, which would adversely affect your ability to perform the duties of the position you seek; or, if there are none, so state. \_\_\_\_\_

Please provide any additional information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy, and other background factors are of special interest. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly, state your philosophy regarding public school education: \_\_\_\_\_ Attach sheet if needed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach sheet if needed

The Genesee Valley Central School District does not discriminate on the basis of race, color, national origin, sex, age, religion, political affiliation, or handicapping conditions in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position or program for which application has been made.