

# Scotia-Glenville Central Schools

SCOTIA, NEW YORK 12302

## APPLICATION FOR INSTRUCTIONAL/ADMINISTRATIVE/SUPERVISORY OR SUBSTITUTE TEACHING POSITION

Name \_\_\_\_\_

Position desired (check all that apply): Instructional.....  
Administrative/Supervisory.....  
Substitute.....

Indicate grade or subject in order of preference:

\_\_\_\_\_

\_\_\_\_\_ (Date)

To the Candidate:

We are pleased that you are interested in joining the staff of our schools. We are proud of the fine reputation of our community and our schools. The district seeks educators who know their subject areas, who like children, who understand how young people learn and who are proud of their profession. We solicit applications from certified, competent and caring candidates who will further our goals and enhance the education of our students.

In addition to your application, you should contact your placement office and have your credentials and transcripts forwarded. It is important that you furnish the correct information requested, as falsification of information will result in disqualification. Upon appointment, the furnished information becomes part of your permanent personnel record. Applications are kept on file for three years. Persons can receive additional information by contacting the District Office.

The placement folder, your application, and correspondence should be addressed to the Director of Curriculum and Instruction, 900 Preddice Parkway, Scotia, New York, 12302.

Please complete all sections of the application. Do not refer to an enclosed resumé in lieu of completing any application section.

**Scotia-Glenville School District is an equal opportunity employer and, as such, does not discriminate.**

**PERSONAL DATA**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
(ZIP)

Permanent  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
(ZIP)

E-Mail Address \_\_\_\_\_ FAX Number \_\_\_\_\_

Present Position \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Present  
Employer \_\_\_\_\_

Date of Availability \_\_\_\_\_ Present Salary \_\_\_\_\_

1. Can you perform the tasks of this position with or without accommodation?

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2. If applying for an elementary classroom teaching position, are you a competent teacher of the following, under supervision of special teachers:

Music? \_\_\_\_\_ Art? \_\_\_\_\_ Physical Education? \_\_\_\_\_

3. In what subjects do you have special competence and interest:

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4. What extracurricular school activities are you capable and willing to lead?

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5. Where have you traveled?

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6. What reading have you done in the past six months?

a. General Magazines \_\_\_\_\_

b. Professional Magazines and Books \_\_\_\_\_

c. Books (Nonprofessional) \_\_\_\_\_

1. What type (*Certificate of Qualification, provisional or permanent*) and Subject Area of Certificate do you hold?

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Date of Expiration? \_\_\_\_\_ Valid in New York State? \_\_\_\_\_

2. If you are applying for a teaching position and you are initially certified please answer the question below.

Have you completed a mentoring experience? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

3. List any limitations or deficiencies relative to licensure in New York State

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4. Teacher Retirement

No. \_\_\_\_\_ Rate \_\_\_\_\_ Tier \_\_\_\_\_

### STUDENT TEACHING

Name of School and Location	Grades or Subjects Taught

### EDUCATIONAL and PROFESSIONAL TRAINING

School	Name/Location	Course	Diploma or degree received	Academic Average <i>(estimate if unsure)</i>	Semester Hours Credit
<b>High School...</b>					
<b>Colleges...</b>					
<b>University...</b>					
<b>Graduate Work...</b>					
<b>Special...</b>					

Applicants for secondary school or special teaching position - indicate the number of semester hours in each category.

	Undergraduate Semester Hrs.	Graduate Semester Hrs.	Name of School or Institution
	Undergraduate Semester Hrs.	Graduate Semester Hrs.	Name of School or Institution
<b>College Majors</b>			
<b>College Minors</b>			
<b>Education</b>			

**EMPLOYMENT EXPERIENCE IN EDUCATION**

**(Exclusive of Student Teaching)**

In reverse chronological order

Name of School or Institution and Location	Grades or Secondary Subjects Taught or Position Held	Dates ...to...	If Part-time give %	No. of Years	Approximate No. Pupils in System	Reason for Leaving
			<b>Total # of years..</b>			

**OTHER WORK EXPERIENCE**

In reverse chronological order

Where Employed	Location	Position Held	Reason For Leaving

**REFERENCES**

Give five references, especially superintendents and principals under whom you have worked, who have first-hand knowledge of your character, personality, scholarship and teaching ability. Do not include relatives. If you are a new teacher, without experience except for practice teaching, give names of people for references who knew you as a student in high school, such as your high school principal or guidance counselor. Include the name of your supervising teacher under whom you did your practice teaching.

NAME	POSITION	SCHOOL DISTRICT ADDRESS	PHONE

**TENURE STATUS**

1. Were you ever granted tenure in a public school or Board of Cooperative Educational Services (BOCES) in New York?     **Yes**             **No**

Tenure Area \_\_\_\_\_ Effective Date \_\_\_\_\_

2. Were you ever dismissed from the school district or Board of Cooperative Educational Services (BOCES) that conferred tenure pursuant to Educational Law section 3020-a?             **Yes**             **No**

*If yes, please explain:*

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3. Name and address of school district or Board of Cooperative Educational Services (BOCES) where tenure was granted:

Name \_\_\_\_\_

Address \_\_\_\_\_

Are you a citizen of the U.S.A.?             **Yes**             **No**

4. Have you ever been convicted of a felony, misdemeanor or any offense other than a minor traffic violation?     **Yes**             **No**

*If yes, please explain:*

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*I declare and affirm that the statements made in the foregoing application are true, complete and correct.*

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

\_\_\_\_\_  
Date

## ESSAY

Please write a statement covering any additional points which will help in judging your suitability for a position, including: a. Your professional aspirations and philosophy of education. b. Special experience, training, interests, and personal/professional qualities. Return the essay with your completed application.

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Applicant's Signature

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Date