

**Menands Union Free School District**

19 Wards Lane  
Menands, NY 12204

**EMPLOYMENT APPLICATION**

Employee SSN: \_\_\_\_\_

**APPLICANT INFORMATION**

NAME (LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS - STREET AND NUMBER CITY AND STATE ZIP CODE HOME PHONE

PERMANENT ADDRESS (if different) SS # EMAIL ADDRESS

POSITION APPLIED FOR VACANCY # (if applicable) \_\_\_\_\_

Are you currently a member of a NYS Retirement System? [ ] YES [ ] NO  
If yes, which system? [ ] TRS [ ] ERS

**SCHOOLS ATTENDED: HIGH SCHOOL, UNDERGRADUATE SCHOOL, GRADUATE SCHOOL, OTHER**

NAME AND LOCATION	YEARS ATTENDED		DIPLOMA OR DEGREE	FIELD OF STUDY
	FROM	TO		

**WORK EXPERIENCE**

EMPLOYER AND LOCATION	DATES EMPLOYED		TYPE OF POSITION
	FROM	TO	

Office Use Only: Seasonal [ ] Permanent [ ] Temporary [ ]

*It is the applicant's responsibility to have official college transcripts, placement folder, (if available) or a minimum of three written references and a copy of any certification or licensure issued by the State of New York forwarded to the personnel office.*

A. I hereby certify that I hold a teaching certificate issued by the University of the State of New York as follows:

Area of Certification	Form (certification of qualification, provisional, permanent)	Date Issued	Expiration Date	Not Permanent

B. A candidate not officially certified to teach in the public school of New York State should give the status of his or her application, if any, as follows (check one):

1.  Application submitted to and approved by the NYS Department of Education - certificate forthcoming  
Date filed with NYS \_\_\_\_\_
2.  Application filed, decision pending - Date filed with SED \_\_\_\_\_
3.  Application not filed

**TENURE/CIVIL SERVICE STATUS**

Did you ever receive tenure or permanent Civil Service status in a public school district or other government agency in New York State?

If yes: Tenure/Civil Service area(s) \_\_\_\_\_ Effective Date(s) \_\_\_\_\_

Name(s), address(es) and phone number(s) of school district(s)/government agency(ies) where tenure/permanent civil service status was granted:

Name	Address	Phone Number	School District/Government Agency

1. Are you a US Citizen?..... Yes [ ] No [ ]
2. Have you ever been convicted of a crime? ..... Yes [ ] No [ ]
3. Have you ever been dismissed or asked to resign from a position? ..... Yes [ ] No [ ]

If yes to 2 or 3 above, please explain:

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4. Were you ever disciplined, including reprimands, fines, suspensions or termination, pursuant to section 75 of the civil service law or any contractual provision of a collective bargaining agreement or policy?..... Yes [ ] No [ ]

If so, state the nature of the charge and the determination \_\_\_\_\_  
\_\_\_\_\_

5. Have you ever been the subject of a report filed with the New York State Education Department pursuant to Part 83 of the Commissioner’s Regulations (Determination of Good Moral Character)?..... Yes [ ] No [ ]

If so, please indicate the reason why \_\_\_\_\_  
\_\_\_\_\_

6. Have you ever been dishonorably discharged from military duty?..... Yes [ ] No [ ]

**REFERENCES**

PLEASE LIST AT LEAST **THREE** INDIVIDUALS **AND** ONE SUPERVISOR WHO CAN PROVIDE INFORMATION ON YOUR QUALIFICATIONS FOR THIS POSITION.

NAME	POSITION/TITLE	ADDRESS	PHONE
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			

**Attach any additional experience or background information which would qualify you for this position.**

The Menands Union Free School District does not discriminate on the basis of gender in the educational programs or activities which it operates and it is required by the Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment, and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities.

The Menands Union Free School District is an Equal Opportunity Employer operating within the guidelines of an Affirmative Action Program. We do not discriminate on the basis of age, race, color, religion, sex, national origin or handicaps.

***Please submit this application with your resume and cover letter, and forward copies of your certification and transcript or placement folder.***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Signed*

**THE MENANDS UNION FREE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**