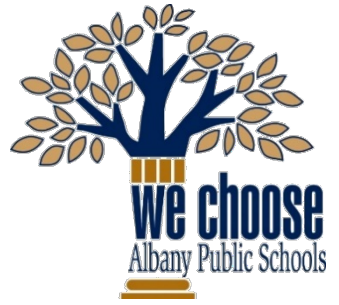


PROFESSIONAL APPLICATION



City School District of Albany

Office of Human Resources | 1 Academy Park | Albany, NY 12207
(518) 475-6055 | humanresources@albany.k12.ny.us

Date

Position applying for

Date available to start employment

Personal information

Please print.

Last name

First name

Middle initial

Present address

City

State

Zip

Permanent address (if different than address above)

Social Security number

Phone number

Email

Are you eligible to work in the United States?

 Yes No

Please indicate any special accommodations required for you to perform the duties for this position applying for:

Retirement

If you are a member of the NYS Teacher's Retirement System, please list your number:

Certification information

Do you presently hold a valid New York State certificate for the position for which you are applying? Yes No

Certification area:

Type	Date issued/expired	Certification number
<input type="checkbox"/> Initial	/	
<input type="checkbox"/> Professional	/	
<input type="checkbox"/> Provisional	/	
<input type="checkbox"/> Permanent	/	

Please list other certificates you hold:

Education and professional training

	School name/location	Dates attended (month/year)	Degree or diploma	Date of completion	Total credits	Major subject credits	Minor subject credits
High school							
College (undergraduate)							
College (graduate)							
Other programs/sessions							

What was your college major?

Minor?

NOTE: Official transcripts will be required to verify salary schedule payment. However, for the purpose of evaluating your candidacy, copies of the transcripts should be received with this application.

Educational experience

Please list your most recent experiences first.

Dates from/to	School name/location	Title, nature of work, subject, grade level	Total years

Student teaching

If fewer than three years of regular full-time employment, include student teaching experience here.

Dates from/to	School name/location	Subject or grade level	Supervising teacher

If presently employed, why do you wish to leave your current position?

Have you ever been dismissed from a position? If so, please explain.

Related professional experience

Lectures, publications, organizational membership, committee work etc.

Extracurricular activities

Are you qualified and willing to coach an athletic team or advise an extracurricular activity?

Yes No

If so, please specify.

Prior tenure record

All applicants must complete and sign the statement in order to assure compliance with provisions of Section 3012, Subdivision 1, of The Education Laws of the State of New York.

Have you ever been denied an appointment to tenure?

Yes No

Have you ever received tenure in any school district or Board of Cooperative Educational Services (BOCES) anywhere in New York?

Yes No

If yes, please indicate the following:

Tenure area

Name of district or BOCES in which granted

Tenure date

Applicant's statement

Please give any additional information which you think might be helpful to us in evaluating your application, and state your reason for seeking employment with the City School District of Albany.

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for subsequent dismissal from employment if I am hired.

I also agree to notify the City School District of Albany of any material changes in the information provided on this application. I hereby consent to have the City School District of Albany contact anyone it deems appropriate to investigate or verify any information I have given or to discuss my background, past performance or suitability for employment.

Further, I hereby authorize my former employer(s), reference(s), and any other individual or organization to provide information solicited by the City School District of Albany, and I hereby release and discharge each of the above, including the City School District of Albany, from any liability of any kind or nature and waive all rights to bring any action for defamation, invasion of privacy or any similar course of action against anyone contacted as a result of what he or she may say about me.

The Commissioner of Education is required by law and regulation to request a fingerprint-supported criminal history record from the Division of Criminal Justice and the Federal Bureau of Investigation. Employment may be offered prior to receipt of finger print clearance. Continued employment is contingent upon clearance from the State Education Department.

Signature of applicant

Date

The following documents must be received in order your application to be processed:

1. Copy of NYS certification
2. Credential file/letter of recommendation
3. Copy of transcript(s); official transcript will be required if hired
4. Recent resume
5. Tenure letter (if applicable)

Applications may be returned to:

City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207
(518) 475-6055
humanresources@albany.k12.ny.us



The City School District of the City of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.