



# Norwich City School District

Personnel Office  
89 Midland Drive  
Norwich, N.Y. 13815  
607-334-1600 ext. 5504  
(Fax) 607-336-8652

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Available Employment Date

## Professional Employment Application

\_\_\_\_\_  
Position(s) for which you are applying

Name \_\_\_\_\_

Last    First    Middle    (Other)

Present Address \_\_\_\_\_ Home Phone(\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_

Permanent Address \_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Present Position, Title & Employer Address \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ Telephone

Immediate Supervisor \_\_\_\_\_

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

Are you a U.S. Citizen?  Yes  No

Have you ever been convicted of a crime?  Yes  No. If yes, explain. \_\_\_\_\_

Have you been fingerprinted pursuant to Part 87 of the Regulations of the Commissioner of Education (Criminal/History Record Check for Prospective School Employees and Applicants for Certification)?  Yes  No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER: The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, sexual orientation, marital status, or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, sexual orientation, marital status, or criminal record in connection with employment.

## Certification/Tenure

Grade level/Disciplines covered	Type of Certificate	State of Issue	Date	Certificate No.

If you do not have NYS Certification, have you made application?  Yes  No

Have you had an evaluation of your NYS Certification status?  Yes  No  
(if yes, enclose a copy)

Have you ever been appointed to tenure in a NYS School District?  Yes  No

If yes, School District \_\_\_\_\_ Tenure Area \_\_\_\_\_ Effective Date \_\_\_\_\_

Have you ever been denied tenure in a NYS School District?  Yes  No

If yes, School District \_\_\_\_\_ Tenure Area \_\_\_\_\_ Effective Date \_\_\_\_\_

Have you ever been dismissed from tenure pursuant to Education Law Section 3020a?  Yes  No

If yes, School District \_\_\_\_\_

## Educational Preparation

GRADUATE (list in reverse chronological order)

Name of School	Location	Nature of Course	Degree	Graduated Y/N

UNDERGRADUATE

Name of School	Location	Nature of Course	Degree	Graduated Y/N

STUDENT TEACHING

Employer	Location	Position	Dates From/To

HIGHSCHOOL

Name of School	Location	Nature of Course	Degree	Graduated Y/N

# Experience

PROFESSIONAL EXPERIENCE (list each in reverse chronological order)

Employer	Location	Position	Dates From/To	Supervisor

OTHER PROFESSIONAL EXPERIENCE (travel, private study, publications, etc.)

Dates From/To	Nature of Experience

OTHER WORK EXPERIENCE (summer occupations, part-time employment, etc.)

Dates From/To	Nature of Experience

HONORS/SPECIAL TALENTS (list any significant honors or recognitions received or special talents or capabilities, e.g. signing or CPR certification you have) \_\_\_\_\_

\_\_\_\_\_

REFERENCES (list three individuals who have closely observed your work in the field for which you are applying.)

Name	Title	Address	Telephone

## Writing Sample

In everyone's life there are pivotal events or experiences that shape a person's life choices. Using the space provided below identify a significant event or experience in your life. Explain its significance and how it has influenced your life choices as related to your professional goals and pursuits. **\*\*Please handwrite your response in the space below - no typed attachments.\*\***

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**I hereby authorize the Norwich City School District to conduct any background investigations that are necessary. Also, that any records of employment or any other records from any firm, individual, school, or anyone the Norwich City Schools may have to contact, that these records may be released. I certify that all information provided in this application is true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.**

Signature \_\_\_\_\_

Date \_\_\_\_\_