

ANDOVER CENTRAL SCHOOL
31-35 Elm Street, P. O. Box G
Andover, NY 14806
(607) 478-8491

ADMINISTRATIVE APPLICATION FORM

SUPPLY ALL INFORMATION EVEN IF CONTAINED ELSEWHERE

Please Print (If answers to any questions require more than the space provided, use the back page or insert sheets.)

Date

Name First Middle Last Telephone

Present Address

Permanent Address

Are you under 18 or over 70 years of age? Citizen of U.S.A.?

Have you ever been convicted of a crime? If yes, explain on Page 4 or separate sheet.

CERTIFICATION

Do you hold a New York State certificate valid for position applied for?

If yes, give number Circle one: SAS SDA SBA SBL SDL SDBL

If no, what is your status, or what certificate(s) do you hold?

Highest degree held? From what college?

Total years experience in teaching? Total years experience in administration?

Available for employment beginning (month / year)

Kindly notify us as soon as you are no longer a candidate for a position at Andover. Thank you.

POSITION DESIRED: (1) (2)

SEND YOUR APPLICATION TO: Lawrence Spangenburg, Superintendent, Andover Central School, 31-35 Elm Street, P. O. Box G, Andover, NY 14806 Telephone: (607) 478-8491.

DO NOT WRITE IN THIS SPACE

Superintendent Principal

The New York State Human Rights Law prohibits discrimination in employment because of age or sex.

This application will be kept on file for three years.

THE ANDOVER CENTRAL SCHOOL DISTRICT TAKES EVERY DAY TO MAXIMIZE THE OPPORTUNITIES AND FULL POTENTIAL OF EVERY CHILD

EDUCATIONAL HISTORY
(List all education in chronological order)

	Name of Institution	Location:		Years Attended Full Time	Major	Semester Hours in Major	Graduation Diploma or Degree
		City/Town	State				
High School							
College / University							
Summer Sessions							
Under-graduate							
Graduate Work							

What honors did you receive in college or later education? _____

College minor _____ Semester hours _____

From what source can we obtain the most complete set of your placement credentials? _____

_____. When were they last updated? _____

REFERENCES

Include here only names of people who know of your work professionally. Include the names of all superintendents with whom you have worked. Do not repeat the names of principals or supervisors listed below under the experience headings.

Name	Current Address and *Telephone Number	Relation to	Your Work
		Position	Location

* Imperative

EXPERIENCE OTHER THAN TEACHING

List here in chronological order all significant work experience other than teaching, including trade or business, military service, social work, work in summer camps or youth activities, etc.

Type of Work	From (Mo. / Yr.)	To (Mo. / Yr.)	Name, Address and Telephone # of Employer	Name & Address of Supervisor Who Knows About This Work

EDUCATIONAL EXPERIENCE

List all paid educational experience in chronological order and account for each school since your graduation:

No of Yrs	Inclusive From (Mo./Yr.)	Dates To (Mo./Yr.)	Name of School	Location City State	Grade/Subject or Position	Supervisor's Name and Address

List all paid teaching experience in chronological order and account for each school year since you began teaching:

Yrs Exp	Inclusive From (Mo./Yr.)	Dates To (Mo./Yr.)	Name of School	Location City State	Grade / Subject or Position	Name/ Address of Principal

Have you ever failed to be reappointed? _____ If so, where? _____

To what professional organizations do you belong? _____

Have you had any significant assignments, such as professional leadership positions, building, system-wide or state committees? _____

What significant travels have you taken (when and where?) _____

INTERESTS AND ACTIVITIES

List your hobbies, interests and any other leisure-time activity which may be beneficial as a school administrator:

Interest or Activity	Extent of Observer	Participation Personal	Was Active In High School	Active In College	Could Direct As Class/ School Activity

