

Westfield Academy and Central School District
Westfield, New York 14787



Date: _____, 20 _____

Full Name: _____

Current Address

Street Address: _____

City/State/Zip: _____

Telephone: (____) _____

Permanent Address

Street Address: _____

City/State/Zip: _____

Telephone: (____) _____

Social Security Number: _____ - _____ - _____

Applicant for a position as: _____

Current position: _____

Superintendent of Schools' Assurance:

It is the philosophy of the Westfield Academy and Central School District to hire the best available applicant to fill any vacancy.

The Westfield Academy and Central School District is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disabilities or marital status.

Michael Cipolla
Superintendent of Schools

| **For**

CRITERIA FOR CANDIDACY

**Administrative
Use**

To be considered for appointment with the Westfield Academy and Central School District, the following information must be provided by the applicant. If the information cannot be provided, the candidate may substitute a statement of explanation which will be considered by the review committee.

- 1. LETTER OF INTEREST IN THE POSITION
- 2. RESUME
- 3. NEW YORK STATE CERTIFICATION
- 4. ALL UNDERGRADUATE AND GRADUATE COLLEGE TRANSCRIPTS
(Official or unofficial student transcripts are acceptable)
- 5. LIST OF NAMES, ADDRESSES, POSITIONS and CURRENT TELEPHONE NUMBERS OF THREE PROFESSIONAL REFERENCES (Recent supervisors preferred)
- 6. WESTFIELD ACADEMY AND CENTRAL SCHOOL DISTRICT APPLICATION
(This document completed and signed as indicated on the last page)
- 7. SUPPORTIVE MATERIALS THAT YOU WOULD LIKE TO INCLUDE

If the information requested above has been provided to the Westfield Academy and Central School District within the last year, please indicate that in your letter of interest. Information provided more than one year ago will not be considered.

If you are hired by the Westfield Academy and Central School District, you will be required to provide official transcripts for all course work, letters of verification of all previous professional employment and copies of all New York State certifications.

Unless contacted by the Westfield Academy and Central School District, all inquiries are to be made by mail to:

MICHAEL CIPOLLA, SUPERINTENDENT OF SCHOOLS
 WESTFIELD ACADEMY AND CENTRAL SCHOOL
 203 EAST MAIN STREET
 WESTFIELD, NY 14787

NOTE: All application correspondence and documents become part of your application record.

The information requested below is needed for a legally permissible reason or business necessity.

Have you ever applied for employment with us before?

Yes No If yes, month and year: _____

If yes, what position: _____

Are you 18 years of age or older?

Yes No If not, employment is subject to verification of minimum legal age for the job for which you have applied.

Have you ever been bonded?

Yes No If yes, with what employers: _____

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court?

Yes No If yes, describe in full: _____

This statement must be signed before you will be considered for appointment.

1. I am not now and have never been affiliated with a group which advocates a belief in opposition to the Constitution of the United States.
2. If hired, I pledge that I will support the Constitution of the State of New York; immediately become familiar with, and work in compliance with, Board of Education and administrative philosophy, Board of Education policies, administrative rules and regulations; and support academic excellence and sound moral development in children.
3. I hereby authorize the Westfield Academy and Central School District to make any investigation of my personal or employment history and authorize any former employer, person, college, university, firm, corporation, school district, credit agency or government agency to give the Westfield Academy and Central School District any information they may have regarding me. In consideration of the Westfield Academy and Central School District review of my employment application, I release the Westfield Academy and Central School District and all providers of information from any liability as a result of furnishing and receiving this information.
4. I hereby declare that all information and statements provided by me or at my request, in this application and in all supporting documents, are true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact in the information provided is sufficient cause for immediate dismissal.

Date

Signature

(8/03)