



# Westfield Academy & Central School

203 Main St., Westfield, NY 14787

716/326-2151

## Application for Administrative Position

1. Name in full \_\_\_\_\_  
Last First Middle

2. Present address \_\_\_\_\_

3. Permanent address \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone #: (\_\_\_\_\_) \_\_\_\_\_

4. Present position \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Are you a member of the NYS Teacher Retirement System? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. N.Y.S. Teacher Retirement Number/Tier/Membership Date \_\_\_\_\_

6. Administrative \_\_\_\_\_  
(Indicate Title)

7. EDUCATIONAL AND PROFESSIONAL TRAINING: (please list most recent first)

School or Institution – Name	Minor/Major	Degree or Diploma
High School		
Undergraduate School		
Graduate School		

8. TEACHING/ADMINISTRATIVE EXPERIENCE: (please list most recent first)

Year	Name of School or Institution – Location	Grades or Subject Taught	Status: Probationary or Tenure	Contact Person/ Telephone

9. CERTIFICATION AREA(S): (attach a copy of each certificate listed)

I hold the following New York State Teaching/Administrative Certificates and/or Professional Licenses:			Please indicate: Initial, Permanent or Professional
Area:	Certificate Number	Expiration Date:	

If you do not have NYS Certification, have you made application for one? \_\_\_\_\_

If certified in another state, please indicate: \_\_\_\_\_

10. List any persons currently serving on our Board of Education or working for the district who are related to you: \_\_\_\_\_

11. Have you ever previously worked for the District? \_\_\_\_\_  
If yes, state date(s) and position(s) held: \_\_\_\_\_

12. Are you now employed? \_\_\_\_\_ If yes, why do you wish to change? \_\_\_\_\_  
\_\_\_\_\_

13. EMPLOYMENT HISTORY:

Have you ever failed to be re-appointed to any position? \_\_\_\_\_

Have you ever been denied tenure? \_\_\_\_\_

Have you ever resigned from any employment at the request of any employer to avoid denial of tenure, discharge, or any other disciplinary action? \_\_\_\_\_

*If you answered yes to any of the above questions, please explain on a separate sheet.*

Did you ever receive tenure in a public school district in New York State? \_\_\_\_\_

If yes, indicate tenure area: \_\_\_\_\_ Effective date: \_\_\_\_\_

Name & address of school district where granted: \_\_\_\_\_

14. PERSONAL BACKGROUND HISTORY:

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_ Are any criminal charges or proceedings pending against you? \_\_\_\_\_ If yes, provide the details including dates, places and description:  
\_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_\_\_

Can you meet the job description requirements for the position(s) for which you are applying with or without reasonable accommodation? \_\_\_\_\_

15. Do you have Fingerprint Clearance? \_\_\_\_ Yes \_\_\_\_ No; Social Security Number: \_\_\_\_\_

16. If hired, what date would you be available? \_\_\_\_/\_\_\_\_/\_\_\_\_

For interview? \_\_\_\_/\_\_\_\_/\_\_\_\_

17. Application will not be considered without transcripts:  Enclosed  Will forward

18. REFERENCES: Give at least five references (include superintendents and principals under whom you have worked):

Name	Address	Official Position	Phone No.

19. In 100 words or less, state your philosophy regarding public school education:

20. Please add any additional information that you would like to share about your, experience, character and ability to lead.

The facts set forth in this application for employment are true and complete. I understand that if I am employed, false statements or omissions on this application may be sufficient cause for my dismissal regardless of when this is discovered by the District. I hereby authorize investigation of the truth and completeness of the information contained in this application including checking with schools, prior employers and law enforcement agencies.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

The Westfield CSD advises students, parents, employees and the general public that it offers equal employment and educational opportunities, including vocational education opportunities, without regard to gender, race, creed, religion, sexual orientation, military status, color, national origin, veteran status, disability, predisposing genetic characteristics, use of recognized guide dog, hearing dog or service dog, domestic violence victim status, marital status, ancestry, or age

**APPLICANT CONSENT TO INVESTIGATE AND DISCLOSE DATA**

I, \_\_\_\_\_ (print name), hereby grant permission to the Westfield Academy & Central School District, to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background.

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal conviction, driving record, previous employers and educational institutions, personal references, professional information, and without limitations hereby releases the school district and the reference source from any liability with its release or use.

I hereby affirm that the information set forth in this application is complete, accurate and true to the best of my knowledge. I further affirm that I have read the completed application and have not withheld any information or response to any questions. I understand and agree that any misrepresentation or omission of fact on this application or during the interview process, regardless of when discovered, may result in the refusal of employment, or if I have already been employed, constitute cause for my immediate termination. References and personal information which became part of this record are to be regarded as confidential and will not be revealed to me.

I hereby indemnify, release and forever discharge and hold the Westfield Academy & Central School District and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

I will be able, if hired, to certify that I am authorized to work in the United States of America and understand in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

In the event that I am employed, I agree to conform to the district rules and regulations.

Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by either the District, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check. If I have not already been fingerprinted through NYSED, I will go to <http://www.highered.nysed.gov/tcert/> to self-register for access to TEACH and apply for fingerprint clearance.

This employment application will be valid for twelve (12) months from the date that it is completed.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

DATE: \_\_\_\_\_

The Westfield Academy and Central School District provides equal opportunity in employment and does not discriminate on the basis of race, creed, national origin, sex, age, marital status, sexual orientation or disability in employment, promotion or work assignments.

**Mail application to Michael Cipolla, Superintendent of Schools, Westfield Academy & Central School,  
203 E. Main St., Westfield, NY 14787**