

**COPENHAGEN CENTRAL SCHOOL
P.O. BOX 30, COPENHAGEN, NEW YORK 13626**

CERTIFIED EMPLOYMENT APPLICATION

Mail to:

Date: _____

Superintendent
P.O. Box 30, Copenhagen, New York 13626
Phone: 315-688-4411; Fax: 315-688-2001
Website: www.ccsknights.org

All parts of this application must be completed, all questions answered, and the application must be signed to be considered for employment by Copenhagen Central School.

POSITION APPLYING FOR: _____

TYPE OF EMPLOYMENT: _____ Full-time _____ Part-time _____ Substitute _____ Temporary

DATE AVAILABLE FOR WORK: _____

HOW DID YOU LEARN OF THE VACANCY: _____

PERSONAL INFORMATION

NAME: _____ SOC. SEC. #* _____ - _____ - _____
*for payroll purposes only

FORMER NAME(S): _____
For purposes of verifying work and education records

MAILING ADDRESS: _____ HOME PHONE: () _____
_____ WORK PHONE: () _____

ARE YOU A MEMBER OF A NEW YORK STATE RETIREMENT SYSTEM? _____ Yes _____ No

If yes, what system? _____ What is your number? _____

CERTIFICATION/PROFESSIONAL LICENSE

Area/Subject	State	Type (Initial, Prov/Perm)	Certificate Number	Date Issued or Anticipated	Expiration Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

If you do not have a New York State Teaching Certificate, have you made application for one? _____ Yes _____ No

If yes, where and with whom: _____

If certified in another state, please describe: _____

Other licenses held; type and issuing authority: _____ Exp. Date _____

**Applicant must provide the original N.Y.S. certificate or licenses at time of hire.*

TENURE STATUS

Applicants must complete and sign this statement to assure compliance with the provisions of Section 3012, Subdivision 1, of New York Education Law.

(1) Were you ever appointed to tenure in a public school district in New York State? ____ Yes ____ No

(2) If yes, complete: Tenure Area: _____ Date Tenure Granted: _____

(3) Name and address of school district/BOCES where tenure was granted: _____

Have you ever been denied tenure in any previous position? ____ Yes ____ No ____ Date

Signature: _____ Date: _____

EDUCATIONAL PREPARATION

Name and Location of School Major/Minor Did you graduate?

High School: _____

<u>Name and Location(s) of School(s)</u>	<u>Dates</u>	<u>Sem.</u>		<u>Date</u>
College (Undergraduate)	<u>Attended</u>	<u>Hrs.</u>	<u>Major/Minor</u>	<u>Degree</u> <u>Granted</u>

College (Graduate)

Vocational/Technical Trade

It is the applicant's responsibility to have official college transcripts and placement folders forwarded to Copenhagen Central School.

STUDENT TEACHING

<u>Dates</u>	<u>Names and Location of Schools</u>	<u>Subject or Grade Level</u>	<u>Cooperating Master Teacher</u>
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TEACHING, ADMINISTRATIVE OR WORK EXPERIENCE

Begin with the most recent. Include any substitute teaching, and indicate as such.

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

From/To: _____ Reason for Leaving: _____

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

From/To: _____ Reason for Leaving: _____

(Continued on next page)

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

From/To: _____ Reason for Leaving: _____

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

From/To: _____ Reason for Leaving: _____

MILITARY EXPERIENCE: Branch of Service _____ Rank/Specialty _____

Date of Service: From _____ To _____

OTHER REFERENCES FAMILIAR WITH YOUR WORK

Please list at least (3) references which may or may not be included in your placement folder. Preferences should be given to former school principals and superintendents for whom you have taught, or professionals with whom you have worked.

Name	Position/Institution	Address	Phone

ADDITIONAL INFORMATION

CAN YOU PHYSICALLY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING EITHER WITH OR WITHOUT A REASONABLE ACCOMMODATION? _____Yes _____No

HAVE YOU EVER BEEN CONVICTED OF A VIOLATION OF LAW? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) _____Yes _____No

If yes, please explain: _____

HAVE YOU EVER BEEN FOUND GUILTY OF CHARGES PURSUANT TO NEW YORK STATE EDUCATION LAW 3020-a? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)

Yes _____ No _____

If you answered yes to the above question, please state in detail the action that was taken against you: _____

HAVE YOU EVER BEEN DISMISSED FROM A POSITION, OR RESIGNED TO AVOID DISMISSAL? (If you answered yes to the above question, please state in detail the action that was taken against you) Yes _____ No _____

If yes, please explain? _____

SPECIAL INTERESTS AND ABILITIES

Briefly describe your reading instruction background. (elementary teachers and teacher assistants only) _____

Can you coach a sport? Name sport(s) _____

Are you willing to take coaching certification courses? _____

What kind of school activities are you willing to advise? _____

Hobbies/Interests _____

SPECIAL COMMENTS

On a separate sheet of paper, please note any special comments you feel are appropriate that may merit consideration in support of your application. If you desire, you may attach supportive documentation in the form of awards, testimonials, etc. Please do not provide any personal information except that which is specifically requested on the employment application.

WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below, I, _____, hereby authorize the Copenhagen Central School to verify and investigate all statements I have made on the employment application, on related papers and in interviews. I authorize the Copenhagen Central School to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment with the Copenhagen Central School.

Signature

Date

Print Name

Note: If applicant is under the age of eighteen, a parent or guardian must sign in his/her place.

APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be cause for dismissal or refusal of employment.

I understand that the Copenhagen Central School will thoroughly investigate my work and personal history, and verify all data given on this application, on related papers, and interviews.

I authorize all individuals, schools and employers mentioned therein to provide any information requested about me, and I release them from any and all legal liability or damage for disclosing information about me.

I understand that I am not guaranteed employment by merely completing this application and, even if I am hired by Copenhagen Central School, this document is not to be considered a contract for employment.

Unless otherwise indicated by a collective bargaining agreement or a specific right under state or federal law, I understand that I am an at-will employee and may be terminated with or without just cause at any time by Copenhagen Central School. I am also aware that I may resign from employment at any time by giving notice within the proscribed amount of time as stated in the collective bargaining agreement, or if not addressed by the collective bargaining agreement, then by law.

If I am chosen for employment by the Copenhagen Central School, I agree to conform to the rules and regulations of the Copenhagen Central School, as set forth in the Copenhagen Central School handbook and or policies, and I acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the Copenhagen Central School at any time at the Copenhagen Central School sole discretion without prior notice to me.

I certify that I am available immediately for employment, and that by accepting employment with the Copenhagen Central School, I will not be violating any other contracts or restrictive covenants.

Pursuant to the School Finger Printing Law (2000 N.Y. Laws, Chapter 180), I understand that I will be discharged by the Copenhagen Central School, if after my fingerprints are reviewed by Division of Criminal Justice Services (DCJS), the New York State Education Department does not clear me for employment.

Signature: _____ Date: _____

Print Name: _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER