

# NEWARK VALLEY CENTRAL SCHOOLS

79 Whig Street  
Newark Valley, New York 13811  
(607) 642-3221



## INSTRUCTIONAL APPLICATION

### TO THE CANDIDATE:

We are pleased that you are interested in joining our professional family. The schools of Newark Valley strive to provide excellence in both our educational and extracurricular programs. Our school system enjoys a fine reputation and community support is excellent. Our organizational philosophy is of shared decision-making and we offer many varied opportunities for staff and curriculum development.

We seek staff members who are highly competent in their fields, who enjoy working with young people, who are dedicated to the advancement of learning and serve as models of our entire school-community. If you possess these qualities and have appropriate certification, we encourage your candidacy.

THE APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT A COPY OF TRANSCRIPTS, CERTIFICATION AND AT LEAST THREE (3) LETTERS OF PROFESSIONAL REFERENCE. TO BE CONSIDERED, ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED, EVEN IF YOU INCLUDE A SEPARATE RESUME.

Date \_\_\_\_\_  
Month Day Year

### POSITION PREFERENCE

Check preference(s)

- Elementary Grade(s)/Subject(s) \_\_\_\_\_
- Middle School Grade(s)/Subject(s) \_\_\_\_\_
- High School Grade(s)/Subject(s) \_\_\_\_\_
- Full Time
- Substitute
- Date Available \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

**EDUCATIONAL PREPARATION**

Name and Location of Institution	Nature of Studies		Diploma Degree
	Major	Minor	
High School			
College			

Graduate (In the next to last column, show any degree received OR number of hours completed.)


Graduate Hours Beyond Highest Degree \_\_\_\_\_

Scholastic honor \_\_\_\_\_  
(College and High School)

Circle Scholastic average of all college work:    **A**    **A-**    **B**    **B-**    **C**    **C-**

Circle Scholastic average in major field:        **A**    **A-**    **B**    **B-**    **C**    **C-**

**CERTIFICATION**

NEW YORK STATE CERTIFICATION(S)

YES     NO     PENDING

Certificate Number and date \_\_\_\_\_

If yes, enclose copy of all certificates.

If no or pending, explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever had certification denied revoked, or suspended?

YES     NO

If yes, explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANTI DISCRIMINATION POLICY**

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973.

**EDUCATIONAL EXPERIENCES**

List in chronological order. Include student teaching, if done within the past two years.

Name & Location of School	Specific Nature of Position	Total Years	Annual Salary

**RELATED PROFESSIONAL EXPERIENCE**

Professional (educational travel, lectures, addresses, publications, professional memberships, participation in educational experiments, innovations, special programs, community service)

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**Total Years of Full-Time Teaching Experience in Last Ten Years** \_\_\_\_\_

**OTHER WORK EXPERIENCE (Business, summer occupations)**

Firm (give address and phone number)

Nature of Work


**LIST ACTIVITIES YOU CAN SPONSOR OR COACH**

(Also include hobbies and interests)

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**REFERENCES** (Give names of four persons who have observed your work as a teacher or as a student)

Name	Official Position	Present Address	Telephone	Office Use

List college or commercial placement agency where your confidential record may be obtained:

**PLEASE CHECK APPROPRIATE BOX**

- YES     NO    1. Have you been granted tenure by a NYS Public School?  
If yes, School District \_\_\_\_\_
- YES     NO    2. Have you ever been denied an appointment to tenure?  
If yes, School District \_\_\_\_\_
- YES     NO    3. Have you ever had your employment in another school district terminated, either by resignation or other action? If so,  
give details. \_\_\_\_\_
- YES     NO    4. Do you have any other commitments to another employer which might affect your employment with us?
- YES     NO    5. Do you have any objections to our contacting your present or former employers? If yes, please explain. \_\_\_\_\_
- YES     NO    6. Are you qualified and willing to coach an athletic team or advise an extracurricular activity?
- YES     NO    7. Have you filed an application with our District within the last twelve months? (Applications are kept on file for one year.)

**PLEASE READ CAREFULLY — APPLICANT’S CERTIFICATION**

I hereby certify that the facts set forth in the above employment application are true and to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

I understand that the Newark Valley Central School District will be making an extensive inquiry regarding my background and experience and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) so long as the information given is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by you regarding my application will be the property of the School District and will not be released to me unless required by federal or state statutes or regulations.

\_\_\_\_\_  
*Signature of Applicant*

Thank you for completing this application form and for your interest in employment with us. We assure you that your opportunity for employment with the District will be based only on your merit and no other consideration. Your application will remain active for one year.

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race, or handicap in violation of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or §504 of the Rehabilitation Act of 1973.

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