

FINGERPRINTING & CRIMINAL HISTORY BACKGROUND CHECK

Effective 7/1/2001 the Schools Against Violence in Education (SAVE) Legislation requires all new school district employees, (both certified and non-certified), to undergo fingerprinting and criminal history background check through the NYS Education Department as clearance for employment or certification.

Have you completed this process resulting in the paperwork being submitted to the NYS Education Department? Yes No

If yes, the approximate date this was performed: _____

EDUCATIONAL PREPARATION

Name & Location of School	Dates Attended (optional)	Nature of Studies	Semester Hours Completed	Name of Degree Received	Date Degree Granted (optional)
College (undergraduate)*					
College (Graduate)*					
Vocational/Technical/Trade*					

**provide copy of transcripts (if hired, official transcripts are required at that time)*

TEACHING OR ADMINISTRATIVE EXPERIENCE

List most recent experience first. Include any substitute or part-time teaching and indicate as such. **Attach additional sheets if necessary.**

FROM	TO	EMPLOYER	CONTACT TELEPHONE NUMBER
		ADDRESS	()
YOUR JOB TITLE/POSITION		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
IMMEDIATE SUPERVISOR NAME & TITLE			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		SALARY OR HOURLY RATE AND HOURS PER WEEK START \$ HOURS PER WEEK FINAL \$ HOURS PER WEEK	
FROM	TO	EMPLOYER	CONTACT TELEPHONE NUMBER
		ADDRESS	()
YOUR JOB TITLE/POSITION		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
IMMEDIATE SUPERVISOR NAME & TITLE			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		SALARY OR HOURLY RATE AND HOURS PER WEEK START \$ HOURS PER WEEK FINAL \$ HOURS PER WEEK	
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IMMEDIATE SUPERVISOR NAME & TITLE			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		SALARY OR HOURLY RATE AND HOURS PER WEEK START \$ HOURS PER WEEK FINAL \$ HOURS PER WEEK	

NON-TEACHING EXPERIENCE

List most recent experience first. **Attach additional sheets if necessary.**

Dates Employed	Hours/week - FTE	Employer Name, Address & Phone	Position Held	Reason for Leaving

TENURE STATUS

Have you ever received tenure in a public school district in New York State? Yes No

If yes, complete the following: Tenure Area _____ Effective Date: _____

Name and address of school district where tenure was granted:

PROFESSIONAL & SCHOLASTIC ORGANIZATIONS, MEMBERSHIPS, HONORS

Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members.

OTHER SKILLS AND ABILITIES

For example: coaching, knowledge of sign language, CPR Certified, First Aide Certified, etc.

REFERENCES

List at least three individuals having personal knowledge of your professional training, ability, experience and personal character. The District may contact these references. ***Please include copies of your references and/or college credential file with this application (minimum 3) (these documents must be signed by the author)***

Name	Position & Relation to you	Day time telephone number

APPLICANT'S STATEMENT

Confining yourself to the space allotted, provide a statement including your vision, philosophy, and any additional information that you think might be of value in considering you for a position with the Dryden Central School District.

CERTIFICATION AND SIGNATURE

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment. Furthermore, I understand and agree to abide by the procedures for fingerprinting and criminal history background check as required by law prior to appointment. I understand that any fees associated with these procedures will be paid by me.

Applicant's Signature

Date

Completed application packets* are kept on file for one year. Selected candidates will be contacted for interview. Interviews for vacancies are arranged by appointment only, and will take place prior to the Board of Education approval.

***Minimum Instructional Application Items Required** (see district website-employment page for more info.)

- Completed & Signed Dryden CSD Instructional/Professional Employment Application(s)
- Signed Letter(s) of Interest for the position(s) being applied for;
- Current Resume, and

For positions requiring certification, also include copies of:

- NYSED Valid Teacher, Teaching Assistant, and Administrative Certificates (showing date validity)
- Other Pertinent Certificates/Licenses (showing date validity)
- Valid through assignment: CPR/AED, First Aid, and Lifeguard Certificates (*pertinent to position*);
- Transcripts (*if hired, official copies will be required at that time*); and
- Letters of Recommendation/Reference signed by the author (minimum 3)

Please return completed application with support documents to:

Lisa Stelick, Human Resources Specialist - Dryden Central School District, PO Box 88, Dryden, NY 13053

Telephone: (607)844-5361 (x7)

Fax: (607)844-4733

Email: PERSONNEL@DRYDEN.K12.NY.US

Equal Opportunity Employer