



Date \_\_\_\_\_

# East Greenbush Central School District

Personnel Office  
29 Englewood Avenue  
East Greenbush, New York 12061  
518-207-2526

## Professional Application

### Position Desired

Administrative Position \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_  
Last First MI

Mailing Address \_\_\_\_\_  
Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

May we contact you at work to discuss your application? Yes No

TRS # \_\_\_\_\_

### Other Personal/Professional Information

Have you ever been convicted of any crime (felony or misdemeanor)?  YES  NO

Have you ever resigned from a position in a public school rather than face disciplinary action?  YES  NO

Has disciplinary action ever been brought against you pursuant to NYS Education Law 3020?  YES  NO

Do you have criminal charges pending against you?  YES  NO

If you answered YES to any of the above questions, provide an explanation for the response below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note that a conviction will not necessarily be a bar to employment. Factors such as age at the time of the offense, date, seriousness and nature of the offense, and rehabilitation will be taken into account.*

### Certification/License

*Please list all New York State Teaching/Administrative Certificates or other New York Licenses held. Enclose copies of each certification/license with this application. If a certification is pending, please enclose an evaluation of your certification status.*

Area	Date Issued		
_____	_____	<input type="checkbox"/> Permanent/Professional	<input type="checkbox"/> Provisional/Initial
_____	_____	<input type="checkbox"/> Permanent/Professional	<input type="checkbox"/> Provisional/Initial
_____	_____	<input type="checkbox"/> Permanent/Professional	<input type="checkbox"/> Provisional/Initial

### Professional Experience

*List your professional experience, beginning with the most recent first.*

Dates (From/To)	Location	Position	Full/Part Time?

Current annual salary \_\_\_\_\_

If you were granted tenure in New York State, provide the following information:

Location tenure was granted: \_\_\_\_\_ Date granted: \_\_\_\_\_  
 : \_\_\_\_\_ Date granted: \_\_\_\_\_

### Educational Preparation

College/University	Course of Study	Degree Earned	Date Degree Conferred

*Please provide official transcripts for each institution attended*

### References

*Please list at least three (3) professional references, including your most recent supervisor or administrator, even if letters from these individuals are included in your placement folder. Place an asterisk (\*) before those references that should only be contacted with your permission.*

Reference Name	Position/Title	Location	Phone

### Fingerprint Clearance

*Please check the statement that applies to you:*

A record of my fingerprint clearance is on file with the NYS Education Department.

I have not yet been cleared via a fingerprint/background check with the NYS Education Department

### Applicant's Statement

*Please provide a personal statement that indicates the qualities and skills you possess and how the students and staff of the East Greenbush Central School District will benefit from these qualities and skills. Please use the space below.*

***Continued next page>***

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for subsequent dismissal from employment if I am hired. I voluntarily give the East Greenbush Central School District the right to investigate my past employment and all statements contained in this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:** In order for your application to be processed the following documents must be received in the personnel office: copy of NYS Certification, letters of recommendation (3), official transcripts & updated resume.

**Notice of Non-Discrimination Policy**

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Marissa Cannon, compliance officer/coordinator, at [CannonMa@egcsd.org](mailto:CannonMa@egcsd.org), 518-207-2526, 29 Englewood Avenue, East Greenbush, NY 12061. Inquiries concerning the application of the East Greenbush CSD non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).