

# Superintendent of Schools



# Employment Application

Rye Neck Schools



## CERTIFICATION AND PROFESSIONAL LICENSE

| STATE | DATE ISSUED | CERTIFICATION | STATUS<br>(i.e. initial, professional) |
|-------|-------------|---------------|--|
|       |             |               |  |
|       |             |               |  |
|       |             |               |  |

**Other licenses held (type & issuing authority):**  
**(Please provide copy with your submission)**

\_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_\_ Exp. Date: \_\_\_\_\_

## EDUCATIONAL PREPARATION

| College/Graduate | Date Attended | Sem. Hours | Major/Minor | Grade Pt. Av. | Degree |
|------------------|---------------|------------|-------------|---------------|--------|
|                  |               |            |             |               |        |
|                  |               |            |             |               |        |
|                  |               |            |             |               |        |

Please have all official college transcripts forwarded to:

**SWBOCES**  
**17 Berkley Drive**  
**Rye Brook, New York 10573**  
**Attn: District Superintendent's Office**

## **EMPLOYMENT HIGHLIGHTS**

Were you ever appointed to tenure in a public school district in New York State? \_\_\_\_\_ Yes \_\_\_\_\_ No

Tenure Area: \_\_\_\_\_ Date Tenure Granted: \_\_\_\_\_

Name & Address of school district where tenure was last granted: \_\_\_\_\_

\_\_\_\_\_

Have you ever been found guilty on charges pursuant to New York State Education Law 3020-a? \_\_\_\_ Yes \_\_\_\_ No

If you answered yes, you will not necessarily be disqualified as an applicant for employment. Please state in detail the action that was taken against you. (Attach additional pages as necessary).

\_\_\_\_\_

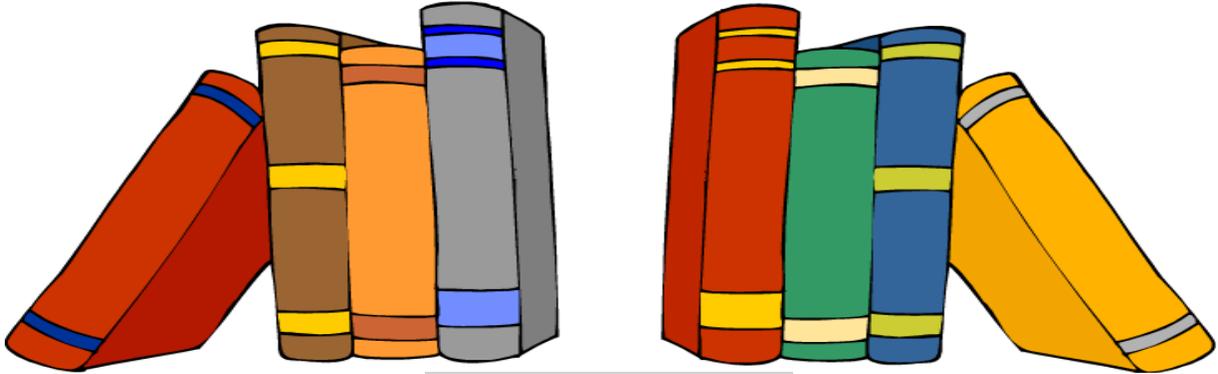
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**MILITARY SERVICE**

Did you serve on active duty with the armed forces of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you certified by the Veteran's Administration as a disabled veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch of Service: \_\_\_\_\_ Rank/Specialty: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Did you have anything other than an honorable discharge? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answer yes, you will not necessarily be disqualified as an applicant for employment. If you answered yes, please explain:

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**EMPLOYMENT HISTORY**

**Begin with your most recent employment and be sure to include any employment with NYS. List all previous employers. (Add additional sheets if necessary)**

|   |   |                       |            |
|---|---|-----------------------|------------|
| <b>Employer:</b>  | <b>Telephone:</b>   | <b>Dates Employed</b> |            |
|   |   | <b>From:</b>          | <b>To:</b> |
| <b>Address:</b>   | <b>Summarize the nature of the work performed and the job responsibilities.</b> |                       |            |
| <b>Job Title:</b>   |   |                       |            |
| <b>Immediate Supervisor, Title &amp; Telephone No.</b>  |   |                       |            |
| <b>Reason for Leaving:</b>  |   |                       |            |
| <b>May we contact for reference?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Later</b> |   |                       |            |

|                                    |                       |                           |  |
|------------------------------------|-----------------------|---------------------------|--|
|                                    |                       |                           |  |
| <b>School District Enrollment?</b> | <b>Annual Budget:</b> | <b>Total No. of Empl.</b> |  |
|                                    |                       |                           |  |

### **EMPLOYMENT HISTORY**

|   |   |                         |
|---|---|-------------------------|
| <b>Employer:</b>  | <b>Telephone:</b>   | <b>Dates Employed</b>   |
|   |   | <b>From:</b> <b>To:</b> |
|   |   |                         |
| <b>Address:</b>   | <b>Summarize the nature of the work performed and the job responsibilities.</b> |                         |
|   |   |                         |
| <b>Job Title:</b>   |   |                         |
|   |   |                         |
| <b>Immediate Supervisor, Title &amp; Telephone No.</b>  |   |                         |
|   |   |                         |
| <b>Reason for Leaving:</b>  |   |                         |
|   |   |                         |
| <b>May we contact for reference?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Later</b> |   |                         |
|   |   |                         |

|                             |                |                    |  |
|-----------------------------|----------------|--------------------|--|
| School District Enrollment? | Annual Budget: | Total No. of Empl. |  |
|-----------------------------|----------------|--------------------|--|

**EMPLOYMENT HISTORY**

|   |            |  |
|---|------------|--|
| Employer:   | Telephone: | Dates Employed<br>From: _____ To: _____                                  |
| Address:  |            | Summarize the nature of the work performed and the job responsibilities. |
| Job Title:  |            |  |
| Immediate Supervisor, Title & Telephone No.                     |            |  |
| Reason for Leaving:   |            |  |
| May we contact for reference?    ___ Yes    ___ No    ___ Later |            |  |

|                             |                |                    |  |
|-----------------------------|----------------|--------------------|--|
| School District Enrollment? | Annual Budget: | Total No. of Empl. |  |
|-----------------------------|----------------|--------------------|--|

**SUPERINTENDENT OF SCHOOL EMPLOYMENT APPLICATION  
REFERENCES**

Please provide telephone numbers of at least three (3) people who are not related to you and qualified to give information describing your abilities for the position of Superintendent of Schools.

|                 |                |                          |
|-----------------|----------------|--------------------------|
| Name:           |                |                          |
| Address:        |                |                          |
| Title:          |                |                          |
| Cell Telephone: | Email Address: | Dates employed or known: |

|                 |                |                          |
|-----------------|----------------|--------------------------|
| Name:           |                |                          |
| Address:        |                |                          |
| Title:          |                |                          |
| Cell Telephone: | Email Address: | Dates employed or known: |

|                 |                |                          |
|-----------------|----------------|--------------------------|
| Name:           |                |                          |
| Address:        |                |                          |
| Title:          |                |                          |
| Cell Telephone: | Email Address: | Dates employed or known: |

|                 |                |                          |
|-----------------|----------------|--------------------------|
| Name:           |                |                          |
| Address:        |                |                          |
| Title:          |                |                          |
| Cell Telephone: | Email Address: | Dates employed or known: |

**ADDITIONAL INFORMATION**

Are you legally eligible for employment in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

If employed, you will be asked to produce two original forms of identification.

Do you have: \_\_\_\_\_ Relatives \_\_\_\_\_ Friends employed in this school district? \_\_\_\_ Yes \_\_\_\_ No

If yes, who \_\_\_\_\_

Do you have any health conditions that would impair your ability to perform the functions of this position?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

Have you ever been convicted of a crime (misdemeanor and/or felony)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answer yes, you will not necessarily be disqualified as an applicant for employment. Please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are any criminal charges or proceedings pending against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answer yes, you will not necessarily be disqualified as an applicant for employment. Please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed from a position or resigned to avoid dismissal? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answer yes, you will not necessarily be disqualified as an applicant for employment. Please explain.

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**WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK**

By signing below, I, \_\_\_\_\_, hereby authorize Southern Westchester BOCES (hereafter known as SWBOCES) acting on behalf of the contracted school district (hereafter known as “the District”) to verify and investigate all statements I have made on the employment application, related papers and in interviews I authorize SWBOCES 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 by the District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK**

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

I understand that Southern Westchester BOCES (known as SWBOCES) acting on behalf of contracted school district (hereafter known as “the District”) will thoroughly investigate my work and personal history and verify all data given on this application, related papers and in 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 the District, this document is not to be considered a contract for employment.

If I am chosen for employment by the District I agree to confirm to its rules and regulations as set forth in the employee handbook and/or Board of Education policies and regulations. I acknowledge that these rules and regulations may be changed, interpreted withdrawn or added to by the District at any time any the District’s sole discretion without prior notice to me.

Pursuant to the School Finger Printing Law (2000 New York laws, Chapter 180), I understand that I will not be eligible for employment by the District if the New York State Education Department does not clear me for employment.

If requested by the District in connection with this application and if given a bona fide offer of employment, I agree to take a medical examination in accordance with the District policies. I agree that the examining authority may

disclose the findings of these examinations to the District and that my initial employment is conditioned upon meeting the requirements or that examination as established by the District.

The employment application will be valid for one (1) year from the date is received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SWBOCES**  
**Superintendent Search**  
**217 Berkley Drive, Rye Brook, New York 10573**

10/11/20/hac