

**Millbrook Central School District
PO Box AA
Millbrook, NY 12545
845-677-4200**

**Application for
PROFESSIONAL APPOINTMENT**

Date of Application: _____

Position Applied For:

Administrator _____

Teacher _____

Substitute _____

Level:

Elementary

Secondary

Preferred Subjects:

Date Available: _____

Home Phone: _____

Business Phone: _____

Name: _____

Last

First

Middle

Permanent Address _____

Street

City

State, Zip

Temporary Address _____

Street

City

State, Zip

Available at temporary address from _____ to _____

Mailing Address _____

(If different than above) Street

City

State, Zip

Social Security Number _____ NYS Teachers' Retirement No. _____

Driver's License: Yes No U.S. Citizenship: Yes No

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes No

If yes, please explain:

U.S. Military Service: Yes No

If yes, Branch _____ Dates of Service _____

Rank _____ Type of Discharge _____

Duties _____

EDUCATIONAL PREPARATION

	Name and Location	Major/Minor	Dates Attended	Degree Received*
High School				
College Undergraduate				
College Graduate				
Other				

* Please provide copy of transcripts

PROFESSIONAL ACTIVITIES

Professional Memberships

Honors and Awards

CERTIFICATION – Please include a copy of your certification or Certificate of Qualification

NEW YORK STATE

Certificate of Qualification _____
Certification Area(s)

Five Year Provisional _____
Certification Area(s) Expiration Date

Permanent Certification _____
Certification Area(s)

Other _____

Name as given on Certificate _____ Certificate No. _____

OTHER STATES

ADMINISTRATIVE OR INSTRUCTIONAL EXPERIENCE

Please list the most recent first.

Employer	Position	Salary	Dates	Reason for Leaving

Were you ever appointed to tenure in a public school district in New York? Yes No
 If yes, please place an asterisk * next to school(s) from which you received tenure and specify tenure area.

Were you ever dismissed from a school district conferring tenure pursuant to Education Law Section 3020-a? Yes No

Have you ever been found guilty of charges brought pursuant to an Education Law Section 3020-a proceeding? Yes No

If yes, please attach a sheet to this application which gives the specifics of the charge(s) of which you were found guilty, the penalty you received, and when the determination as to guilt and penalty were made.

Have you ever been released or asked to resign from a teaching position? Yes No

If yes, please explain: _____

Have you ever been denied tenure? Yes No If yes, what district? _____

Have you ever been dismissed from work for other than lack of work or funds? Yes No
 If yes, please attach specifics on a separate sheet of paper.

OTHER WORK EXPERIENCE

Please list the most recent first.

Employer	Position	Salary	Dates	Reason for Leaving

COMMUNITY SERVICE

Name of Organization	Position	Dates

INTERESTS AND HOBBIES

REFERENCES

List four persons who are familiar with your profession work and qualification. Please be aware that these people may be contacted at any time during the screening process.

Name and Address	Occupation	Phone Number
Present Supervisor or Principal		

In your most recent position, how many days were you absent during your last year of employment due to personal illness, family illness, bereavement, or personal business (not including days of disability covered by Workers' Compensation? _____

REQUIREMENTS

- New appointees for Kindergarten through Grade 6 positions must submit New York State Certification or a Certificate of Qualification for Nursery – Grade 6 or certification in their subject area.
- New appointees for Grade 7-12 must submit New York State Certification or a Certificate of Qualification in their subject area.
- Applicants scheduled for an interview are required to submit transcripts and three letters of recommendation prior to the interview. Letters of recommendation must include one from the applicant's current employer and should cover professional experience and college record. A reference or credential folder should also be forwarded from the placement office of the applicant's college or university.

NOTE: The above requirements must be satisfactorily completed and approved by the Superintendent of Schools prior to any appointment.

Return application to the Superintendent of Schools

Falsification of any statements and/or accompanying documents may be reason for dismissal.

I declare and affirm that the statements made in this application and any accompanying documents are true, complete and correct.

Signature of Applicant

Date

The Millbrook Central School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, handicap, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of the constitutional rights.