



INSTRUCTIONAL APPLICATION

**PHOENIX CENTRAL SCHOOL DISTRICT
116 VOLNEY STREET
PHOENIX, NEW YORK 13135**

TELEPHONE (315) 695-1575 FAX (315) 695-1201

Applicant's Name

Certification or Tenure Area

Date Submitted

Date Interviewed: _____

This application is valid for one (1) year from the date submitted

Please answer every question and return the completed application to the following address:

Director of Human Resources
Phoenix Central School District
116 Volney Street
Phoenix, New York 13135

Phoenix Central School District is an Equal Opportunity Employer

PHOENIX CENTRAL SCHOOL DISTRICT
INSTRUCTIONAL APPLICATION FORM
Please print or type

PERSONAL DATA

Last Name: _____ First: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: (____) _____ Work Telephone: (____) _____

Social Security Number: _____ - _____ - _____ Retirement Number: _____

CERTIFICATION

New York State administrative and teaching certificates held:

Area	Control Number	CQ, Prov. or Perm.	Date Issued	Expiration Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PROFESSIONAL PREPARATION

	Name & Location	Major	Credit Hours	Degree *
Undergraduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
	_____	_____	_____	_____

STUDENT TEACHING

Name of School & Location	Grades/Subjects Taught or Position	Dates
_____	_____	_____
_____	_____	_____

Location of placement folder: _____ () .
 (please have your placement folder forwarded to the District.)

Membership in Professional and Scholastic Organizations and Honors:

<u>Name</u>	<u>Offices Held</u>	<u>Honors</u>
_____	_____	_____
_____	_____	_____

*Please include copies of your diploma(s).

Verifiable professional contributions toward school improvement and/or community relations:

PROFESSIONAL EXPERIENCE (Administrative and Teaching):

(List all educationally related employment experiences in reverse chronological order. Attach a page if necessary.)

Name of School & Location	Grades/Subjects Taught or Position	Dates	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever received tenure as a certified teacher in New York State, yes or no? _____.
If yes, name the district, tenure area and year were you granted tenure.

REFERENCES

List five professional references, under whom you have worked, who have first-hand knowledge of your character, personality, and abilities.

Name	Position	Complete Address and Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In addition, please include three (3) signed letters of reference that are either included in your placement folder or submitted separately.

HISTORICAL

1. Have you ever been convicted of a crime? Yes ____ No ____
2. Have you ever had professional credentials revoked, suspended or annulled? Yes ____ No ____
3. Have you ever been terminated from a position or resigned in lieu of termination? Yes ____ No ____

If you answered yes to questions 1, 2, or 3 above, provide the specifics and an explanation for the response on a separate sheet. A yes answer to any of the above questions is not an absolute disqualification to employment, however, these factors combined with all other information collected through the pre-employment process will be included in the overall assessment towards a final decision.

When will you be available for a position in Phoenix CSD? ____/____/____.

I authorize the Phoenix Central School District to inquire, at their discretion, into my professional background and professional experience and hereby release any member or agent of the district from any liability regarding me, whether or not said information is in my application. I further understand that the information that is gathered, in part or in whole, may be shared with members of the school district who are involved in the employment selection process. I further understand that all information gathered regarding my application for employment will be the property of the school district and will not be released to me.

Signature

Date

I declare and affirm that the statements made on the foregoing application, including accompanying statements, are complete, true and correct. I further understand that if hired for a position, any misrepresentation or omissions may result in my termination.

Signature

Date

Interviewed by:

Date

