INSTRUCTIONAL APPLICATION

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

TELEPHONE (315) 695-1519    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
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:

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<tr>
<th>Area</th>
<th>Control Number</th>
<th>CQ, Prov. or Perm.</th>
<th>Date Issued</th>
<th>Expiration Date</th>
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PROFESSIONAL PREPARATION

Undergraduate

Name & Location: ___________________________ Major: ____________ Credit Hours: ________ Degree *

Graduate

Name & Location: ___________________________ Major: ____________ Credit Hours: ________

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:

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<th>Name</th>
<th>Offices Held</th>
<th>Honors</th>
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*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.)

<table>
<thead>
<tr>
<th>Name of School &amp; Location</th>
<th>Grades/Subjects Taught or Position</th>
<th>Dates</th>
<th>Years</th>
<th>Annual Salary</th>
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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.

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Complete Address and Phone Number</th>
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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 ______

_________________________  ____________
_________________________  ____________
_________________________  ____________

Rev. 07/03
Written Perspective
In the space provided on the front and back side if this page, in your own handwriting, write a statement that describes:
(1) your career goals; (2) your philosophy of education as it applies to the position you seek; (3) the professional and personal attributes you possess that would increase the likelihood of your success while in the position applied for; (4) any other data you feel would be helpful in determining your suitability as an instructor relative to the position you’ve applied for.