



Enlarged City School District of Middletown
223 Wisner Avenue, Middletown, NY 10940

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name (Last, First, Middle): _____	Date: _____
Street Address: _____	
City / State / Zip: _____	
Home Phone: _____	Cell #: _____
e-Mail: _____	Work #: _____
(Please print)	

PLACEMENT INFORMATION

Position(s) Applied For:			
Type of Employment: <i>(circle all that apply)</i>	Full-time: Yes / No	Part-time: Yes / No	
	Substitute: Yes / No	Temporary: Yes / No	Summer: Yes / No
Days Available for Work: <i>(circle all that apply)</i>	Monday	Tuesday	Wednesday
	Saturday	Sunday	Any
			Thursday
			Friday

EDUCATION & SKILLS

School	Name & Address	Did You Graduate?	Degree, Diploma or Certificate	Major/Minor
High School		Yes / No		
College (Undergrad)		Yes / No		
College (Graduate)		Yes / No		
Other		Yes / No		

List skills and/or professional licenses that you have relating to the position(s) you are applying for:

Describe your ability to use computers. What programs / applications are you familiar with?

EMPLOYMENT HISTORY (list your last three employers, beginning with your most recent)

Employer One	Position Information
Name	Job Title
Address	Start Date / / End Date / /
City/St/Zip	Reason for Leaving
Phone	Salary
Supervisor's Name / Title:	
Describe in detail your responsibilities and work performed:	
Is this employer your current employer? Yes / No	
<i>If yes, may we contact your employer regarding your application? Yes / No</i>	

Employer Two	Position Information
Name	Job Title
Address	Start Date / / End Date / /
City/St/Zip	Reason for Leaving
Phone	Salary
Supervisor's Name / Title:	
Describe in detail your responsibilities and work performed:	

Employer Three	Position Information
Name	Job Title
Address	Start Date / / End Date / /
City/St/Zip	Reason for Leaving
Phone	Salary
Supervisor's Name / Title:	
Describe in detail your responsibilities and work performed:	

MEMBERSHIP IN PROFESSIONAL OR TRADE ORGANIZATIONS

List any and all memberships in any professional or trade organizations which may be relevant to the job for which you are applying. *Please exclude all related affiliations which may indicate your membership in a protected class, including but not limited to your race, creed, color, religion, national origin, age, ancestry, alienage or citizenship status, sex, gender identify, sexual orientation, genetic predisposition, military status, veteran status, disability, genetic information or testing, marital status, familial status, or status as a victim of domestic violence, or any other legally protected status.*

REFERENCES *(list business or professional references, not friends or relatives)*

Reference One	
Name	Phone
Address	e-Mail
City/St/Zip	Relationship

Reference Two	
Name	Phone
Address	e-Mail
City/St/Zip	Relationship

Reference Three	
Name	Phone
Address	e-Mail
City/St/Zip	Relationship

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS *(circle appropriate response for each)*

Are there any reasons why you would not be able to perform any of the activities of the position for which you have applied?	Yes	No
<i>If yes, please describe:</i>		
Are you now receiving benefits from a governmental retirement plan in New York State?	Yes	No
<i>“State Law places restrictions on the employment of public employees who are currently receiving benefits from a New York Public Retirement System. Applicants who are offered positions with ECSDM are advised to consult with the State Civil Service Commission before accepting employment if they are currently receiving retirement benefits from a State Retirement System.”</i>		
Have you ever been fingerprinted for the purpose of employment?	Yes	No
<i>If yes, where and when?</i>		
Have you been cleared by NYSED for teaching?	Yes	No
Are you legally eligible for employment in this country?	Yes	No
Are you currently, or have you previously been, a member of the United States military?	Yes	No

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS (*circle appropriate response for each*)

Have you ever been terminated from a previous position? <i>If yes, please explain.</i>	Yes	No
Have you ever been convicted of a felony? <i>If yes, please describe charge(s).</i>	Yes	No
Are there any arrests currently pending against you? <i>If yes, please explain.</i>	Yes	No
Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)? <i>If yes, please explain.</i>	Yes	No
Have you ever resigned as an alternative to facing charges or dismissal?	Yes	No
Have you ever received an unsatisfactory rating in conjunction with any pedagogical/teaching employment?	Yes	No
Have you ever been disqualified for employment for any civil service position?	Yes	No
Have you ever been found guilty and/or have you ever pleaded guilty to disciplinary charges brought against you under Section 3020-a of the Education Law or Section 75 of the Civil Service Law?	Yes	No
Are you a certified teacher or teaching assistant? <i>If yes, please list all current certifications.</i>	Yes	No
Have you ever been denied tenure or had a probationary period extended? <i>If yes, please explain.</i>	Yes	No
Have you ever had any professional certificate or license denied, revoked or suspended by any government agency as a result of your record?	Yes	No
Have you ever been the subject of a Part 83 investigation that resulted in a finding of wrong doing?	Yes	No
Has a Family Court, or any other court, ever rendered a finding indicating that you have abused or neglected a child? (If yes, please provide additional information.)	Yes	No

APPLICANT'S STATEMENT BY SUBMITTING THIS APPLICATION, I certify that the facts and responses made by me on this application are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application, or otherwise made by me, as may be necessary in arriving at an employment decision. I authorize The Enlarged City School District of Middletown ("ECSDM") to contact my prior employers to make inquiries and obtain information, including personnel files, relevant to my performance and abilities as an employee. I hereby release all prior employers from any and all claims, including claims of defamation, associated with the release or disclosure of such information to ECSDM. I further authorize ECSDM to investigate my criminal background and credit history to the extent permitted by and in accordance with applicable law. I understand that any false statements made by me in this application or otherwise constitute sufficient cause for rejection of this application or, if employed, grounds for dismissal. I understand that this application for employment is not a contract and is not intended to confer or create contractual rights of any kind or nature. I further understand that if I am employed, employment is on an at-will basis and may be terminated at any time for any reason, subject to applicable provisions of law or any collective bargaining agreement of contract governing my employment.

The Enlarged City School District of Middletown does not discriminate on the basis of race, creed, color, religion, national origin, age, ancestry, alienage or citizenship status, sex, gender identity, pregnancy, disability, sexual orientation, genetic predisposition, military status, veteran status, disability, lawful off-duty activities, genetic information or testing, arrest or conviction, marital status, familial status, or status as a victim of domestic violence or any other legally protected status in its educational programs or employment practices. ***Inquiries concerning the application of Title IX and Section 504 of the Rehabilitation Act of 1973 regulations, may be made to Personnel Services, Enlarged City School District of Middletown, 223 Wisner Ave., Middletown, NY 10940; (845)-326-1191.***

Signature of Applicant

Date

Please submit the following with your application: a) resume; b) diploma for highest education level; c) NYSED certification(s); d) professional license(s); and e) an official college transcript (if applicable).