

**CHERRY VALLEY – SPRINGFIELD
CENTRAL SCHOOL**

PO Box 485
Cherry Valley, New York 13320

The Cherry Valley – Springfield Central School is an
equal opportunity/affirmative action employer.

Application for
TEACHER
at the
Cherry Valley – Springfield Central School

INSTRUCTIONS FOR APPLYING: Please send a personal letter outlining your qualifications, an up-to-date resume, completed application form including a minimum of five current professional references, college transcripts, three current letters of recommendation, and all supporting materials to:

Superintendent
Cherry Valley – Springfield Central School
PO Box 485
Cherry Valley, New York 13320
607-264-9332
607-264-9023 Fax

1. Please fill out this application and forward it with your personal letter outlining your qualifications and an up-to-date resume to the address printed above. Fill out the entire application in detail. Do not say, "See Resume" or "See Attached Material". Please supply a complete list of all FULL-TIME experiences both within and outside the field of education.
2. You are invited to tell of achievements which you look upon with pride; attach selected supportive material with your cover letter if you wish.
3. Please forward your credentials, transcripts, and letters of recommendation to the above address.

PERSONAL INFORMATION

NAME _____
Last First Middle
Other Name(s) _____

(Please provide any additional information regarding maiden name, change of name, use of an assumed name or nickname which is necessary to enable a check of your work or school records.)

Present Position: _____

Type of Organization or School District and Grade Levels

Home Mailing Address

Street

City, State, Zip

Telephone Number

CERTIFICATION (List All Certifications)

State	Date Issued	Date Expires	Subject Validity	Certificate Number

PROFESSIONAL PREPARATION

Institution	Location	Dates	Nature of Studies Major/Minor	Diploma/Degree	Date Granted

Summarize graduate work beyond the highest degree earned or graduate work not leading to a degree.

Institution	Location	Dates	Indicate Major Concentrations	Credits	Additional Information

Scholastic Honors

Professional Memberships

RELATED PROFESSIONAL EXPERIENCE

(Educational travel, lectures, addresses, publications, organizational memberships, committee chairs or memberships, participation in educational experiments, innovations, special programs, elective positions held, community and social services, scouting, recreations, etc.)

PROFESSIONAL EXPERIENCE

Dates	Name & Location of Institution	Position	Total Years	Enrollment

EMPLOYMENT HISTORY

Dates	Firm/Institution	Nature of Work	Full Time	Summers, Vacations, Etc.

PRIOR TENURE RECORD

(All applicants must complete and sign in order to assure compliance with provision of Section 3012 of the Education Laws of the State of New York.)

Have you ever received TENURE in any school district or board of cooperative educational services (BOCES) anywhere in New York State? Yes No

If yes, please indicate _____ (Name of School District or BOCES) _____ (Date of Tenure)

GENERAL INFORMATION

NYS Teachers' Retirement System Member? Yes No If yes, indicate number _____

Have you ever been dismissed from a position? Yes No If yes, please explain _____

Have you ever been convicted of a crime? (You may omit minor traffic violations or arrests without convictions. Include convictions while in Military Service.) Conviction of a crime is not necessarily an absolute bar to employment. If you have a conviction, you will be asked for additional information concerning the conviction. A review will be made according to the standards and factors in Section 752 and 753 of the Correction Law. Yes No

Are you a U.S. citizen or eligible to work in the U.S.? Yes No

REFERENCES

Please list the names of five or more persons who know of your professional work and qualifications.

Name	Official Position	Address City, State, Zip	Office Phone (area code)	Home Phone (area code)

ADDITIONAL INFORMATION

Any additional information you feel would be helpful in the selection process.

INDEMNIFICATION

I understand that the search consultant and/or school district will be making an extensive inquiry regarding my background and experience and I hereby release from any liability anyone giving information regarding me, whether specified in my application or not, so long as the information given is relevant to the duties for which I have applied. I understand that information gathered, in part or whole, may be shared with members of the school district involved in the search process. It further understand that all information gathered by you regarding my application will be the property of the school district and will not be released to me unless required by federal or state statutes or regulations.

Applicant's Signature: _____ Date: _____

Signature: _____ Date: _____

Willful misrepresentation of an actual fact may result in dismissal of an applicant hired or retained by the school district.
AN EQUAL OPPORTUNITY EMPLOYER