



CAZENOVIA CENTRAL SCHOOL DISTRICT  
CAZENOVIA, NEW YORK 13035-1098

Date: \_\_\_\_\_

EMPLOYMENT APPLICATION

Position Preference

- Teaching
- Substitute Teaching
- Administrative
- Business Office
- Teaching Assistant
- Substitute Teaching Assistant

Subject: \_\_\_\_\_ Position: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Personal Information

Name: \_\_\_\_\_  
Last First Middle

Present Mailing Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Zip: \_\_\_\_\_

Retirement Number\*: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Full time employees must join the retirement system. Part time employees have the option to join the retirement system. See Payroll clerk in Business Office for details.*

Are you a U.S. Citizen?  Yes  No If no, have you filed a declaration of intention to become a citizen?  Yes  No

Have you ever been convicted of a misdemeanor, felony or crime other than a traffic violation?  
 Yes  No If yes, explain and attach.

Please list the names of all relatives currently or formerly employed at Cazenovia Central: \_\_\_\_\_

Are you an exempt volunteer fireman?  Yes  No

Have you ever been known by any other name?  Yes  No  
If yes, Name(s): \_\_\_\_\_

Certification/License

I hold the New York State Teaching/Administrative Certificate(s) described below. Please provide copies.

- Professional  Initial  Certification of Qualification: \_\_\_\_\_  
Area Date
- Professional  Initial  Certification of Qualification: \_\_\_\_\_  
Area Date

If you do not have a New York State Teaching Certificate, have you made application for one?  
 Yes  No

Do you have an evaluation of your NYS certificate status?  Yes  No If yes, enclose a copy.

Other licenses held, type and issuing authority: \_\_\_\_\_

### Educational Preparation

Name and Location of School	Nature of Studies	Did you graduate?	Year of Graduation
High School			

Name and Location of School	Dates Attended	Nature of Studies	Credits Earned	Degree	Date Granted
College (Undergraduate)*					
College (Graduate)*					
Vocational/Technical/Trade*					
*provide copy of transcript					

### Teaching, Student Teaching or Administrative Experience

List most recent experience first. Include any substitute, part time or student teaching and indicate as such.

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving	Annual Salary

### Other Work Experience

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving	Annual Salary

## Employment and Tenure Status

Were you ever granted tenure in a public school district in New York?  Yes  No If yes, complete the

following: Tenure Area: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Name and address of school district where tenure was granted: \_\_\_\_\_

Were you ever asked to resign, denied tenure or dismissed from a school district or other employment?

Yes  No

### Professional & Scholastic Organizations, Memberships, Honors

*Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members.*

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### Other Skills and Abilities

*For example: coaching, knowledge of sign language, computers/instructional technology, foreign language, etc.*

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### References

List three individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address and telephone number of your last supervisor who may be contacted for a personal or professional reference.

Name	Position	Address & Telephone No.

May we refer to your present employer?  Yes  No

May we refer to your former employer?  Yes  No

*To be completed by all candidates:*

Why do you want to be employed by the Cazenovia Central School District? \_\_\_\_\_

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What skills or qualifications do you offer to distinguish you from other candidates? \_\_\_\_\_

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In your opinion, what are the three most positive aspects of the type of employment position which you seek?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

In your opinion, what are the three most negative aspects of the type of employment position which you seek?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IMPORTANT:**

*I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.*

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

