

To be completed by School District Office

Application: \_\_\_\_\_\_\_\_\_\_

Certificate: \_\_\_\_\_\_\_\_\_\_

Resume: \_\_\_\_\_\_\_\_\_\_

Placement File: \_\_\_\_\_\_\_\_\_\_

Transcript: \_\_\_\_\_\_\_\_\_\_

# MALONE CENTRAL SCHOOL DISTRICT

MALONE, NEW YORK 12953

APPLICATION FOR

Teacher Position

1. Complete this application form and send to:

Jerry Griffin, Superintendent

PO Box 847

Malone, NY 12953

2. Save this application on your computer and email to [jgriffin@malonecsd.org](mailto:jgriffin@malonecsd.org) as an attachment (no signature necessary on emailed copy).

3. Attach a cover letter and current resume.

4. Request that your college or university registrar mail an official transcript to our mailing address.

#### Please Print or Type PERSONAL INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** |  | **First Name** |  | **Middle Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Address** |  | **Work/Mobile Telephone** |  |
| **Business City, State** |  | **Business Zip Code** |  |
|  |  |  |  |
| **Home Address** |  | **Telephone (home)** |  |
| **City, State** |  | **Zip Code** |  |
| **Present Position** |  | **Current Salary** | $ |
| **School District Name** |  |  |  |

|  |  |
| --- | --- |
| **Position for which application is being made:** |  |
| **Are you presently employed?** |  |
| **If so, how much notification will your present employer require?** |  |

**Certification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Certification** | **Certification Number** | **Effective or Anticipated Date** | **Type of Certification (Prov. or Permanent)** | **State** |
|  |  |  |  |  |
|  |  |  |  |  |

**Academic Preparation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution & Location** | **Major/Minor** | **Degree** | **Graduation Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Record of Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Employer** | **Inclusive Dates** | **Phone Number** | **Salary** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Student Teaching**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Grade/Subject** | **Cooperating Teacher** | **Dates** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **Please describe any experiences significantly contributing to your qualifications for the position.** |
|  |
| **Do you have any special reasons for making application to the Malone Central School District?** |
|  |

|  |
| --- |
| Please give a candid description of yourself, stressing the personal qualities, assets and liabilities, which characterize you. If employed, relate the information to your present position. If not, make connection to your current status as a student. |
|  |
| **List and describe any school-related activities you are competent and willing to direct or coach.** |
|  |

**REFERENCES**

List the names of four persons who, during the past five years, are knowledgeable as to your educational or other professional experience.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Have you ever been convicted of a felony?** |  |
| **If yes, please explain:** |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give the Malone Central School District permission to obtain access to my record in TEACH. The Malone Central School District agrees not to disclose to any unauthorized or third party any information obtained in the course of using the TEACH system.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature

1. Complete this application form and send to:

Jerry Griffin, Superintendent

PO Box 847

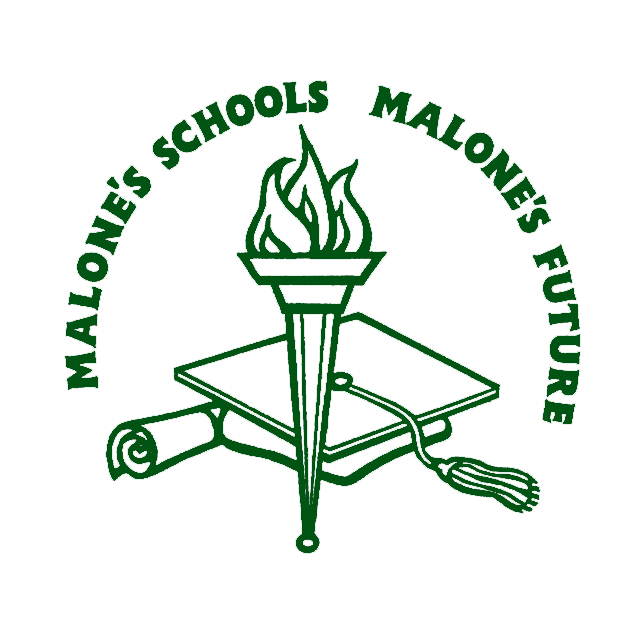
Malone, NY 12953

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3. Attach a cover letter and current resume.

4. Request that your college or university registrar mail an official transcript to our mailing address.

The Malone Central School District hereby advises the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, religion or handicap.

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Revised March 2015