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34 Moore Hill Road, Grahamsville, NY 12740 \* Phone (845)985-2296 \* Fax (845)985-0310 \* <http://tvcs.k12.ny.us>

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## PROFESSIONAL / CERTIFIED PERSONNEL APPLICATION

Applicable for any Teacher, Counselor, Social Worker, Psychologist,  
Speech Language Pathologist, Occupational Therapist, Physical Therapist

Thank you for your interest in Tri-Valley Central School District. Please read the following instructions carefully. Your application will be considered when all necessary documents have been received. Please submit all parts of the application at the same time. Incomplete or partial applications will not be considered.

### Items Required:

1. Completed professional/certified application
2. Three current references listed on application
3. Cover letter specific to the position you are applying for
4. Current résumé
5. Photocopies of current New York state certifications and licenses.
6. Photocopies of Bachelor's/Master's transcripts
7. Placement file from your College or University

### Optional Items:

1. Portfolio
2. Sample Lesson Plan
3. Sample Teaching Video
4. Other references or documentation you would like considered

Please send all application materials to:

Mr. Thomas W. Palmer  
Superintendent of Schools  
Tri-Valley Central School  
34 Moore Hill Road  
Grahamsville, NY 12740

Once all application materials are received and reviewed and references are checked, you may be called for an interview. Following that personal interview, a recommendation for employment may be made by the Superintendent to the Board of Education pending background investigation. Once the applicant is approved for employment, they will be required to be fingerprinted and undergo a background investigation, as per state law. When clearance of these are received from the NYS Education Department, the applicant will be required to meet with the personnel department. After completing this process, employment may begin.



**34 Moore Hill Road  
Grahamsville, NY 12740  
Phone (845) 985-2296 Fax (845) 985-0310  
*An Equal Opportunity Employer***

**PROFESSIONAL/CERTIFIED APPLICATION  
Positions Including: Teacher, Teacher Assistant, Substitute**

**PERSONAL INFORMATION**

Please Print or Type

**Position Applied For:** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Present Address** \_\_\_\_\_  
Street City State/Zip

**Permanent Address** \_\_\_\_\_  
Street City State/Zip

**Telephone (Home):** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**(Work):** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Please check all that apply.**

**Are you a citizen of the United States?** \_\_\_ Yes \_\_\_ No

**If not, do you hold a current visa entitling you to work in the United States?** \_\_\_ Yes \_\_\_ No

**Were you formerly employed by Tri-Valley School District?** \_\_\_ Yes \_\_\_ No

**If yes, please list dates of employment and job title** \_\_\_\_\_

**EDUCATIONAL HISTORY**

**Post Secondary (most recent first)**

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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Name: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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Name: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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**High School:**

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_

**CERTIFICATION INFORMATION**

Area/Grade Level: \_\_\_\_\_ Type: \_\_\_\_\_

Issuing State: \_\_\_\_\_

Date Received: \_\_\_\_\_ Valid Until: \_\_\_\_\_ Certification #:

\_\_\_\_\_

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Area/Grade Level: \_\_\_\_\_ Type: \_\_\_\_\_

Issuing State: \_\_\_\_\_

Date Received: \_\_\_\_\_ Valid Until: \_\_\_\_\_ Certification #:

\_\_\_\_\_

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Area/Grade Level: \_\_\_\_\_ Type: \_\_\_\_\_  
Issuing State: \_\_\_\_\_

Date Received: \_\_\_\_\_ Valid Until: \_\_\_\_\_ Certification #: \_\_\_\_\_

**PROFESSIONAL OR TEACHING EXPERIENCE (please list most recent first)**

Name of School: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Name of School: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Name of School: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Name of School: \_\_\_\_\_ Subject/Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**MILITARY SERVICE**

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_  
Duties: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Discharge: \_\_\_\_\_

**OTHER WORK EXPERIENCE (please list most recent first)**

Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Position \_\_\_\_\_

School/Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone \_\_\_\_\_

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**BACKGROUND INFORMATION**

**Please check "yes" or "no".**

**A.** Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes\_\_\_No\_\_\_

**B.** Did you ever resign from any employment rather than face dismissal? Yes\_\_\_No\_\_\_

**C.** Have you ever been other than honorable discharged from the U.S. Armed Services? Yes\_\_\_No\_\_\_

**D.** Have you ever been convicted of any crime? (felony or misdemeanor) Yes\_\_\_No\_\_\_

If Yes, please explain: \_\_\_\_\_

**E.** Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges. Yes\_\_\_No\_\_\_

**F.** Have you ever had a teaching credential revoked, suspended, or annulled?

**G.** Have you accepted first year employment at any other school district for this school year? Yes\_\_\_No\_\_\_

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying

The Tri-Valley Central School District does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, gender or disability in its employment practices or on any other basis protected by law..

**THIS AFFIRMATION MUST BE COMPLETED.  
ALL STATEMENTS ARE SUBJECT TO VERIFICATION.**

I affirm that the statements made on this application (including any attached papers) are true, accurate, and complete under the penalties of perjury. I consent to your contacting my previous employers, except as indicated. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

August 23, 2001

Board of Education  
Tri-Valley Central School District  
34 Moore Hill Road  
Grahamsville, New York 12740

I, \_\_\_\_\_, to the best of my knowledge  
[Applicant's Name]

(have, do not have) a pending criminal charge or criminal conviction  
[Choose One]

in any jurisdiction inside or outside of New York State.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_