

Tri-Valley Central School District

Professional/Certified Personnel Application

34 Moore Hill Road, Grahamsville, NY 12740 | Phone: (845) 985-2296 | <https://www.trivalleycsd.org>

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 NY 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. Michael Williams
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.

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: _____ Email: _____

Please check all that apply:

Are you a U.S. citizen? ___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: _____

Name: _____ Location: _____ Diploma (Y/N) _____

Major: _____ Minor: _____

Name: _____ Location: _____ Diploma (Y/N) _____

Major: _____ Minor: _____

High School or GED

Name: _____ Location: _____ Diploma (Y/N) _____

Certification Information

Area/Grade level: _____ Location: _____ Diploma (Y/N) _____

Issuing state: _____

Date received: _____ Valid until: _____

Certification #: _____

Area/Grade level: _____ Location: _____ Diploma (Y/N) _____

Issuing state: _____

Date received: _____ Valid until: _____

Certification #: _____

Certification Information (ctnd)

Area/Grade level: _____ Location: _____ Diploma (Y/N) _____

Issuing state: _____

Date received: _____ Valid until: _____

Certification #: _____

Professional or teaching experience (please list most recent first)

Job No. 1

Name of school: _____ Subject/grade: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Date of employment: _____

Job No. 2

Name of school: _____ Subject/grade: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Date of employment: _____

Job No. 3

Name of school: _____ Subject/grade: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Date of employment: _____

Job No. 4

Name of school: _____ Subject/grade: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Date of employment: _____

Military service

Branch: _____ Rank: _____

Duties: _____

Date of service: _____ Discharge: _____

Other work experience (please list most recent first)

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Dates of employment: _____

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Dates of employment: _____

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for leaving: _____ Dates of employment: _____

References

Name: _____ Position: _____

School/company: _____ Address: _____

Phone (including area code): _____

Name: _____ Position: _____

School/company: _____ Address: _____

Phone (including area code): _____

Name: _____ Position: _____

School/company: _____ Address: _____

Phone (including area code): _____

Background information

Please check "yes" or "no."

- A. Were you every dismissed or discharged from any employment for reasons other than lack work or funds? (Y/N) _____
- B. Did you ever resign from any employment rather than face dismissal? (Y/N) _____
- C. Did you ever receive a discharge from the Armed Forces of the United States? (Y/N) _____
- D. Have you ever been convicted of any crime? (felony or misdemeanor) (Y/N) _____
 - a. If yes, please explain:

- E. Have you ever forfeited posted bail bond to guarantee your appearance in court to answer charges? (Y/N) _____
- F. Have you ever had a teaching credential revoked, suspended, or annulled? (Y/N) _____
- G. Have you accepted first year employment at any other school district for this school year? (Y/N) _____

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: _____

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

I, _____ to the best of my knowledge (have, do not have) a pending criminal charge or
Applicant's Name Choose One

criminal conviction in any jurisdiction inside or outside of New York State.

Signature: _____

Print Name: _____

Dated: _____