

DRYDEN CENTRAL SCHOOL DISTRICT - PERSONNEL OFFICE

PO Box 88, Dryden, NY 13053 -- 607-844-5361 (x7)

Dryden Supplemental Application

Attach this completed and signed application to your TCP Civil Service online appl. Coaching, send to personnel.

Position Preference

<input type="checkbox"/> REGULAR <input type="checkbox"/> SUBSTITUTE <input type="checkbox"/> TUTOR (if NYS Tchr. Certified) <input type="checkbox"/> COACH <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PER-DIEM (daily)
List Position Area(s) of Interest (non-instructional areas: list the actual civil service title(s) you've applied for through TCP): _____ _____

Personal Information

Name (full):	SSN:
Address (mailing) (address/city/state):	Home Phone: (____) _____ - _____
Address (residence) (address/city/state):	Cell Phone: (____) _____ - _____
Email Address (you check regularly):	Other Daytime Phone: (____) _____ - _____
Are you legally eligible for employment in this country? (requires two original forms of ID)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a U.S. Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, have you filed a declaration of intention to become a U.S. Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been cleared by the NYS Education Dept. for fingerprinting to work in a NYS public school in accordance with the Schools Against Violence in Education Legislation (SAVE) that became effective 7/1/2001?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: _____
Are you a member of a NYS Retirement System?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which system(s): <input type="checkbox"/> TRS <input type="checkbox"/> ERS <input type="checkbox"/> PF <input type="checkbox"/> NY City, and Your TRS Retirement No.: _____ Membership Date: _____ Tier: _____ Your ERS Retirement No.: _____ Membership Date: _____ Tier: _____	
Are you a U.S. Military Veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you receive an honorable discharge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
U.S. Military Full-Time Experience: _____ Branch of Service: _____ Dates Served Full-Time: _____	
Are you an active reservist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? (felony or misdemeanor)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, complete convictions section below*.	
Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever received an unsatisfactory rating in conjunction with any employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been disqualified for any civil service position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have disciplinary charges ever been preferred against you by an employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, were the charges sustained?	
Have you ever resigned as an alternative to facing charges or dismissal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a license or certificate denied or terminated because of unsatisfactory teaching, fingerprints, or medical record?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you surrendered or ever had any professional certificate or license denied, revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction by any government agency as a result of your record?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, complete the confidentially held information below) Date and nature of the finding: Name of the court: _____ Name of the judge: _____	
*Conviction(s)	Charge: _____ Court: _____ Year: _____
	Conviction: _____

Applicant Name (full): _____

Date: _____

Other Skills and Abilities and Memberships, Honors (For example: coaching, knowledge of sign language, CPR, First Aid, memberships, honors, etc.): _____

Career Certification/License

- Please list and provide copies of the career licenses/certificates that you hold. **Attach** to your OLAS and/or TCP online application:

- **Attach** your college transcript to your OLAS and/or TCP online application. (required before interview, if hired, official transcript then required)

REFERENCES

List at least three individuals having personal knowledge of your professional training, ability, experience and personal character.

Attach your letters of reference/recommendation to your OLAS and/or TCP online application.

<i>Name</i>	<i>Position & Relationship To You</i>	<i>Address & Telephone No.</i>

APPLICANT CERTIFICATION AND SIGNATURE

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements herein and further authorize all cited references to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize The Dryden Central School District to check my references, to obtain information from my former employers and educational institutions, to take other action to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize any school district to which this application is submitted to obtain information about my criminal record and authorize all government agencies to provide information about my criminal record to the school district.

I understand that any omissions on this application may prevent my application from being evaluated or referred to a school district and that any misrepresentation, falsification or omission on this application or on other documents submitted to the school district will be sufficient cause for this application not to be considered by the school district, not to be referred to a school district, or for discharge if I have been employed.

Furthermore, I understand and agree to abide by the procedures for fingerprinting and criminal history background check as required by law prior to appointment. I understand that any fees associated with these procedures will be paid by me.

Applicant Signature _____ Date _____

The Dryden Central School District does not discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation, marital status, veteran status, or genetic predisposition for carrier status in their recruitment, employment, admissions practices, vocational opportunities or access to and treatment in programs or activities in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Americans with Disabilities Act. If you believe you have been subject to discrimination, please contact the Dryden Central School District EEO officer.

If offered employment by this school district, I certified that I have not already accepted an offer of employment from another school district. I am committed to fulfilling the obligations of this employment offer.

Applicant Signature _____ Date _____

Completed application packets* are kept on file for one year. Selected candidates will be contacted for interview. Interviews for vacancies are arranged by appointment only and will take place prior to the Board of Education approval.

**see district website-employment page for items needed for an application to be complete*

Attach this completed application with your support documents to your TCP Civil Service online application. Coaching, send to personnel office.

Contact: **Human Resources Specialist** - Dryden Central School District; **Phone:** (607)844-5361 (x7) **Fax:** (607)844-4733
Email: personnel@dryden.k12.ny.us

Equal Opportunity Employer