



**District Office**  
**14665 State Route 22**  
**New Lebanon, NY 12125**  
**518-794-9016    518-766-5574 (fax)**

New York State Law prohibits discrimination on the grounds of race, color, creed, sex, national origin, age, disability, or marital status. New Lebanon Central School District is an equal opportunity employer.

Date: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a United States citizen?    Yes \_\_\_\_\_ No \_\_\_\_\_

If no, do you have a legal right to work in the U.S.?    Yes \_\_\_\_\_ No \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Have you worked for the District before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working for us \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

**Background Investigation:** Applicants will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Have you ever been convicted of a crime (felony or misdemeanor), not including any violation or infraction?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe in full \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY: (you may attach a current resume to this application)**

<b>Dates</b>	<b>Name, Address &amp; Telephone Number of Employer</b>	<b>Rate of Pay</b>	<b>Supervisor's Name &amp; Title</b>	<b>Reason for Leaving</b>
From:		Start:		
To:		Finish:		
Describe in detail the work you did:				

<b>Dates</b>	<b>Name, Address &amp; Telephone Number of Employer</b>	<b>Rate of Pay</b>	<b>Supervisor's Name &amp; Title</b>	<b>Reason for Leaving</b>
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From:		Start:		
To:		Finish:		
Describe in detail the work you did:				

May we contact the employers listed above? Yes \_\_\_ No \_\_\_ If not, indicate below which one(s) you do not wish us to contact.

**EDUCATIONAL AND PROFESSIONAL TRAINING:**

<b>Beginning with high school, list all schools or institutions (name &amp; address)</b>	<b>No. of years attended</b>	<b>Course or Major</b>	<b>Graduated (yes or no)</b>	<b>Diploma or Degree</b>

The space below is for more detailed information about yourself. Include special qualifications and/or training, unusual teaching experiences, participation in activities in and out of school, etc., that will give a more complete estimate of your training, experience, character and ability.

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**For Teaching, Teaching Assistants, and Administrative Positions Only:**

**CERTIFICATION:**

Do you have a New York State Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ In Process \_\_\_\_\_

Date received: \_\_\_\_\_ Teacher Identification Number: \_\_\_\_\_

Subject validity of certificate: \_\_\_\_\_

Teacher Number issued by NYSED: \_\_\_\_\_

Have you ever been tenured in another school district? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES:**

<b>Name</b>	<b>Relationship:</b>	<b>Address</b>	<b>Telephone No.</b>	<b>Years Known</b>

I hereby authorize investigation of all statements contained in this application. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form is cause for termination of employment without notice. I hereby also agree to hold the New Lebanon Central School District harmless in divulging the information contained in this application form as well as any personnel records developed as a result of employment with the New Lebanon Central School District.

I also agree to such examination by a New Lebanon Central School District designated physician as may be required and agree, if employed, to abide by all regulations of the New Lebanon Central School District.

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

**REFERENCE CHECK (office use only)**

<b>Name/Title</b>	<b>Relationship</b>	<b>Phone No.</b>	<b>Comments</b>