



Jasper – Troupsburg Central School District

3769 State Route 417
Jasper, NY 14855

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: ()

E-mail Address:

Date Available:

Social Security No.:

NYS Teachers'
Retirement
Number:

Position Applied for:
(check all that apply)

Full time Substitute

Elementary:

Secondary:

Teacher Cleaner

Teacher Aide Food Service

Secretarial Bus Monitor

Other(s):

Are you a United States citizen? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School:

From: _____ To: _____ Address: _____
Did you graduate? YES NO Degree: _____

College:

From: _____ To: _____ Address: _____
Did you graduate? YES NO Degree: _____

College:

From: _____ To: _____ Address: _____
Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: ()
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: ()
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: ()
Address: _____

Previous Educational Employment

School: _____ Phone: ()
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

School: _____ Phone: ()
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

School: _____ Phone: ()
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Previous Employment (Other than Education)

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Certification

Area: _____ Permanent: Professional: Initial: CQ:
Certificate Number: _____
Area: _____ Permanent: Professional: Initial: CQ:
Certificate Number: _____
Area: _____ Permanent: Professional: Initial: CQ:
Certificate Number: _____

Name Given on Certificate(s): _____

Tenure

Have you been disciplined under Section 3020-A of the NYS Educational Law?

Yes: No:

- If yes: District

Have you ever held tenure in any school district in New York State?

Yes: No:

- If yes: District
- Date tenure granted: _____ Dates taught: _____ to _____

Have you ever been denied tenure?

Yes: No:

- If yes: District

Has a probationary term ever been discontinued?

Yes: No:

- If yes: District
- If yes, please give a reason: _____

Community Service

Name of organization:

- Position: _____
- Dates: _____ to _____

Name of organization:

- Position: _____
- Dates: _____ to _____

Name of organization:

- Position: _____
- Dates: _____ to _____

Interests and Hobbies

- _____
- _____
- _____
- _____

Other Information

In your most recent position, how many days were you absent during your last year of employment due to personal illness, family illness, bereavement or personal business (not including days of disability covered by Workers' Compensation)?

-

How did you receive information about this position?

-

Requirements

- New appointees for Kindergarten through Grade 6 positions must submit New York State Certification or a Certificate of Qualification for Nursery-Grade 6 or certification in their subject area.
- New appointees for Grade 7-12 must submit New York State Certification or a Certificate of Qualification in their subject area.
- A complete application packet must include:
 - Cover letter
 - Resume
 - Unofficial transcript
 - Letters of recommendation
 - Copy of certificate (if available)

Note: The above requirements must be satisfactorily completed and approved by the Superintendent of Schools prior to any appointment.

Return applications to Superintendent of Schools

It is permissible to submit application materials electronically. Please call the district office for email contact information (607-792-3675).

Falsification of any statements and/or accompanying documents may be reason for dismissal.

I declare and affirm that the statements made in this application and any accompanying documents are true, complete, and correct.

Signature of Applicant
(*electronic signature permissible*)

Date

In accordance with New York State Education Department standards, fingerprinting and a background check are required of all full-time and substitute school personnel. Current fee is approximately \$99.70.

The Jasper-Troupsburg Central School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, handicap, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.