



APPENDIX "E"

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

900 Watervliet-Shaker Rd., Suite 102

Albany, NY 12205

APPLICATION FOR EMPLOYMENT

(All Teachers, School Administrators, and Teaching Assistants must apply on-line using www.olasjobs.org/capital and will be required to complete this application at time of interview)

NAME: (LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS – STREET AND NUMBER CITY AND STATE ZIP CODE HOME PHONE

PERMANENT ADDRESS (if different) E-MAIL ADDRESS

POSITION APPLIED FOR VACANCY # (if applicable) _____

Are you currently a member of a NYS Retirement System? YES NO
 If yes, which system? TRS ERS

SCHOOLS ATTENDED: HIGH SCHOOL. UNDERGRADUATE SCHOOL. GRADUATE SCHOOL. OTHER

NAME AND LOCATION	YEARS ATTENDED		DIPLOMA OR DEGREE	FIELD OF STUDY
	FROM	TO		

WORK EXPERIENCE

EMPLOYER AND LOCATION	DATES EMPLOYED		TYPE OF POSITION
	FROM	TO	

Office Use Only: Seasonal Permanent Temporary

CERTIFICATION/PROFESSIONAL LICENSE INFORMATION

It is the applicant's responsibility to have official college transcripts, placement folder, (if available) or a minimum of three written references and a copy of any certification or licensure issued by the State of New York forwarded to the personnel office.

A. I hereby certify that I hold a teaching certificate issued by the University of the State of New York as follows:

Area of Certification	Form (certification of qualification, provisional, Permanent)	Date Issued	Expiration Date	Not Permanent

B. A candidate not officially certified to teach in the public school of New York State should give the status of his or her application, if any, as follows (check one):

1. Application submitted to and approved by the NYS Department of Education – certificate forthcoming
Date filed with NYS _____
2. Application filed, decision pending - Date filed with SED _____
3. Application not filed

TENURE/CIVIL SERVICE STATUS (if applicable)

Did you ever receive tenure or permanent Civil Service status in a public school district or other government agency in New York State?
[] Yes [] No

If yes: Tenure/Civil Service area(s) _____ Effective Date(s) _____

Name(s), address(es) and phone number(s) of school district(s)/government agency(ies) where tenure/permanent civil service status was granted:

Name	Address	Phone Number	School District/Government Agency

Did you serve a probationary period? [] Yes [] No If yes, for how long? _____

Were you ever disciplined by the school district(s) government agency(ies)? [] Yes [] No

If yes, explain the nature of the discipline _____

REFERENCES

PLEASE LIST AT LEAST THREE INDIVIDUALS AND ONE SUPERVISOR WHO CAN PROVIDE INFORMATION ON YOUR QUALIFICATIONS FOR THIS POSITION.

NAME	POSITION/TITLE	ADDRESS	PHONE
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			

1. Are you a US Citizen?..... Yes { } No { }
2. Have you ever been convicted of a crime?..... Yes { } No { }
3. Have you ever been dismissed or asked to resign from a position?.. Yes { } No { }
- If yes to 2 or 3 above, please explain:

4. Have you ever been dishonorably discharged from military duty?..... Yes { } No { }
5. Has your teaching certification ever been terminated or temporarily suspended pursuant to a Part 83 hearing?..... Yes { } No { }
6. Are you legally eligible for employment in this country?..... Yes { } No { }

Attach any additional experience or background information which would qualify you for this position.

The Albany-Schoharie-Schenectady-Saratoga BOCES does not discriminate on the basis of gender in the educational programs or activities which it operates and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities.

This BOCES is an Equal Opportunity Employer operating within the guidelines of an Affirmative Action Program. We do not discriminate on the basis of age, race, color, religion, sex, national origin or handicaps.

Please submit this application with your resume and cover letter, and forward copies of your certification and transcript or placement folder.



Capital Region BOCES
 Director of Human Resources
 900 Watervliet-Shaker Rd., Suite 102
 Albany, New York 12205
 Phone#: (518) 862-4910
 Fax#: (518) 862-4903

Signature

Form #100

Date Signed
7/31/07