

In compliance with Title IX of the Educational Amendments Of 1972 (U.S. Congress), it is the policy of the Wyoming Central School District not to discriminate on the basis of sex, religion, national origin, age, physical ability, or marital status in admissions, employment and treatment of students and employees in any education program or activity.



**1225 State Route 19  
PO Box 244  
Wyoming, NY 14591-0244**

Phone: (585)495-6222  
Fax: (585)495-6341  
[www.wyomingcsd.org](http://www.wyomingcsd.org)

## **INSTRUCTIONAL APPLICATION**

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

**Primary Phone:** \_\_\_\_\_

**For the position of:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please complete the entire application.  
If any part does not apply to you, please indicate by marking N/A.**

**Return completed application together with your resume to:**

Michele Pearce  
Secretary to the Superintendent  
Wyoming Central School  
1225 Route 19  
PO Box 244  
Wyoming, NY 14591-0244  
[mpearce@wyomingcsd.org](mailto:mpearce@wyomingcsd.org)

## PERSONAL DATA

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Permanent Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

Are you a NYS Retirement System Member?  Yes \_\_\_\_\_  No  
(If yes, place number here)

Present Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Earliest Date Available for Employment: \_\_\_\_\_

Have you been previously fingerprinted and had a criminal history record check by the **New York State Education Department**?  Yes  No

If "yes" please state the date performed and list circumstances (i.e., employment at school district, etc.) \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If "Yes", state the date, location, and nature of the act \_\_\_\_\_

\_\_\_\_\_  
(Please note that a "yes" answer will not necessarily disqualify you from consideration for employment.)

## PROFESSIONAL DATA

**Certifications:** (Please list the NYS Teaching/Administrative Certificates you hold)

State	Date Issued	Area	Provisional / Permanent

If you do not have a NYS Teaching Certificate, have you filed an application for one?

Yes                       No

Do you have a statement from your college indicating you have met the requirement for a Certificate?     Yes (if yes, please enclose a copy)     No

Other licenses held: \_\_\_\_\_  
(Type & issuing authority)

**Educational Preparation:** (In chronological order) (Please provide copies of transcripts)

High School and College/University	Address	Dates Attended	Nature of Studies Major/Minor	Degree & Date

**Graduate Work:** (In chronological order)

List All Graduate Work and Indicate if Degree Achieved	Number of Years	Major Specialization	# of Credits	Degree & Date

**Teaching Experience:** (For candidates of 3 years or less experience) (In chronological order)

School or District	Grade and Subject	Supervisor	Phone Number

**Educational Work Experience:** (If substitute teaching or part-time, please indicate )

School or District	Nature of Position Grade and Subject	Dates

**Other Related Experience:** (Include Civic and Community Participation)

Firm or Organization	Address	Dates	Position

**Prior Tenure Record**

- a. Have you ever received tenure in any school district or Board of Cooperative Educational Services (BOCES) anywhere in New York State?  Yes  No (If Yes, please indicate:)

Tenure Area: \_\_\_\_\_

Name of District/BOCES: \_\_\_\_\_

- b. Were you ever dismissed from the school district conferring tenure pursuant to Education Law Section 3020a?  Yes  No

- c. Have you ever been denied tenure?  Yes  No

References: (Enter the following information for at least three persons who have closely supervised your work as a professional. Please start with your most recent supervisor.)

Name	Title	Organization & Mailing Address	Phone #

2. Please attach a separate sheet of paper describing:

- a. Why you are interested in this particular position.
- b. What particular strengths you would bring to the District.
- c. What additional personal information you would want to be considered in the evaluation of your application, including honors received, special talents or interests, travel, publications, advanced work, etc.
- d. What extracurricular activities would you be interested in working with students? Discuss your background in each activity.

### Important

I understand that the Wyoming Central School District will be making an extensive inquiry regarding my background and experience, and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) as long as the information is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by the District regarding my application will be the property of the District and will not be released to me unless required by Federal or State statutes or regulation.

### Attestation

I hereby affirm that the information provided within this application and attached hereto is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date