

Norah Merritt

Executive Director for Human Resources

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TO: All Interested Applicants
FROM: Norah Merritt
RE: Employment Application
WEB SITE: www.dcboces.org

Enclosed please find the Dutchess County Board of Cooperative Educational Services Professional Employment Application. Please read through it carefully before completing it. In order to process your application in the most expedient manner, please provide the following supportive documentation when you submit your completed application:

1. **Administration Applicants**
 - A. Copy of NYS administrative Certification*
 - B. Official transcript of most recent college degree program
2. **Teacher Applicants**
 - A. Copy of NYS Teaching Certification
 - B. Official transcript of most recent college degree program
3. **Teaching Assistant Applicants**
 - A. Copy of NYS Teaching Assistant Certification*
 - B. Copy of high school or general education diploma
 - C. Copy of college transcripts with minimum of six (6) college credits or verification of appropriate Teaching Assistant Course
4. **Substitute Teacher Applicants**
 - A. Copy of four-year degree diploma, advanced degree diploma, and NYS Teaching Certification
5. **Substitute Teaching Assistant Applicants**
 - A. Copy of high school or general education diploma
 - B. Copy of college transcripts with minimum of six (6) college credits or verification of appropriate Teaching Assistant Course

***If Applicant does not possess #1A, 2A or 3A, upon appointment he/she will be required to submit an application with appropriate fee paid by the applicant to the NYS Education Department for appropriate certification prior to commencing work with the BOCES. Copy of such application will be provided to the BOCES prior to start of work.**

All applicants must complete and initial their responses to the questions pertaining to tenure, dismissals and/or resignations in the Administrative or instructional section before their application will be processed.

Please return your completed application and all appropriate supporting documentation to the address listed on the front of the application. If you should have questions or concerns, please contact Human Resources at (845) 486-8086. We sincerely appreciate your interest in Dutchess County BOCES.

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Dutchess County Board of Cooperative Educational Services

Administrative Offices: 845.486.4800

www.dcboces.org

Participating Districts: Arlington | Beacon | Dover | Hyde Park | Millbrook | Pawling | Pine Plains | Poughkeepsie | Red Hook | Rhinebeck | Spackenkill | Wappingers | Webutuck

An Equal Opportunity/Affirmative Action Employer

Professional Employment Application

The New York State Human Rights Law prohibits discrimination because of age, sex, religion, race, color, marital status and national origin and requires Affirmative Action in the hiring of the handicapped and veterans. It is the policy of the Mid-Hudson Cooperative Recruitment Program which includes Dutchess County BOCES and districts participating in this program to provide equal opportunity to all employees and applicants for employment without regard to age, race, creed, national origin, sex, disability, handicap, marital status, veteran status or any other protected status. To help us learn about your experience, abilities and interests, please complete this Employment Application as thoroughly as possible. We will review your qualifications and make every effort to reach a decision, based solely on merit, as quickly as possible. Applications are kept on file for three years.

Dutchess BOCES

5 BOCES Road • Poughkeepsie, NY 12601-6599

845-486-4800

Visit www.dcboces.org
for vacancies and apply online

Position Preference

Date Available _____

☐ Full Time

☐ Part Time

☐ Summer

Teaching Position

- ☐ Teacher
☐ Teaching Assistant
Subject _____
Grade Level _____

- ☐ Administrator
☐ Other
Position _____

Substitute Position

- ☐ Teacher
☐ Teaching Assistant
Subject _____

Personal Information

Name _____
Title (Mr., Mrs., etc.) Last First Middle

Present Mailing Address _____ Home Phone _____
_____ Work Phone _____

Permanent Mailing Address _____ Phone _____

E-Mail Address _____ Fax Number _____

Social Security Number _____ Exempt Volunteer Fireman? ☐ Yes ☐ No

U.S. Citizen? ☐ Yes ☐ No If no, date Declaration of Intent filed _____ Type of Visa _____ Alien Registration # _____

Have you ever been convicted of a crime, (felony or misdemeanor)? ☐ Yes ☐ No

If yes, explain _____

Military Service Branch _____ Dates of Service _____

Title/Rank _____ Date & Type of Discharge _____

Do you have family or friends employed at Dutchess BOCES? If so, please indicate _____

Certification/License

Indicate **New York State** Teaching/Teaching Assistant/Administrative Certificate(s)
Please Attach Copies

☐ Permanent ☐ Provisional Exp. Date _____ ☐ Cert. of Qual. _____
Title/Area Date

☐ Permanent ☐ Provisional Exp. Date _____ ☐ Cert. of Qual. _____
Title/Area Date

If you do not have a New York State Teaching Certificate, have you made application for one? ☐ Yes ☐ No

Other licenses held; type and issuing authority _____

Indicate New York State Retirement System? ☐ ERS ☐ TRS Retirement Number _____

Educational Preparation

Name and Location of School

Nature of Studies

High School

Name and Location of School

Nature of Studies

Type of Degree

College (Undergraduate)*

College (Graduate)*

Vocational/Technical/Trade*

**Please provide copy of transcripts*

Administrative or Instructional Experience

List most recent experience first. Include any substitute or part-time teaching, and indicate as such. (If you are a graduate within the past three years include student teaching or administrative internship.)

Dates Employed	Employer's or Supervising Teacher's Name, Address and Phone Number	Specific Title, Subject, and Grade of Position	Salary	Reason for Leaving

ALL APPLICANTS MUST COMPLETE THIS SECTION

Were you ever appointed to tenure in a public school district in New York ☐Yes ☐No

If yes, please place an asterisk * next to school(s) from which you received tenure, and specify tenure area.

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

Have you ever been found guilty of charges brought pursuant to an Education Law Section 3020-a proceeding? ☐Yes ☐No

If yes, please attach a sheet to this application which gives the specifics of the charge(s) of which you were found guilty, the penalty you received, and when the determination as to guilt and penalty were made.

Have you resigned from a position in lieu of dismissal? ☐Yes ☐No If yes, please explain below.

Have you ever been denied tenure? ☐Yes ☐No If yes, what district? _____

Have you ever been dismissed from work for other than lack of work or funds? ☐Yes ☐No

If "yes", please attach specifics on a separate sheet of paper.

Other Work Experience

List most recent experience first.

Dates Employed	Employer's Name and Address	Specific Nature of Position	Reason for Leaving

Please list other spoken languages: _____

Professional and Scholastic Organizations, Membership, Honors

Exclude organizations, the name/character of which indicates the race, creed, color or national origin of its members.

Academic Achievements and Activities

List honors, scholarships, fellowships, honorary societies, membership or offices held in extracurricular activities.

Other Skills and Abilities

*What extra class activities are you able to conduct?
(For example: Coaching, sign language)*

Vocational Teacher Applicants

Please list vocational work experiences related to the position for which you are applying.

References

List three individuals having personal knowledge of your professional training, ability/experience (especially superintendents and principals under whom you have worked) and at least three individuals having knowledge of your character.

Name	Position	Address and Telephone Number
Professional		
Professional		
Professional		
Personal		
Personal		
Personal		

Placement folder may be secured from location listed below:

Name of Institution	Address	City, State, Zip

May we contact your present employer?

☐ Yes, you may contact at any time. Daytime Telephone Number:

☐ No, please do not contact them at this time.

☐ Do not contact now; you may contact at a later date.

Please specify e.g. after acceptance of offer, or after a specific date.

Applicant's Certification and Agreement

...PLEASE READ CAREFULLY

Information given herewith assumes authorization to investigate your credentials and becomes a legal part of this contract in case of appointment. If you are appointed, we shall assume that all the answers are correct and that all changes of conditions or facts will be reported to the District Superintendent immediately. Do not omit any items. If there is an opening, all applications will be processed. Interviews will be arranged for the best qualified candidates.

All applicants must submit proof that they are a United States citizen, national or authorized alien. This may require producing one or more of the following documents prior to hiring: a valid birth certificate, United States passport, social security card, United States citizenship papers, naturalization certificate, resident alien card or unexpired foreign passport.

Please be advised that as of July 1, 2001, with few exceptions, any individual seeking a compensated position in a public school, BOCES or charter school (who is not currently employed by such school) must be fingerprinted for the purpose of a criminal history check.

THEREFORE, I understand and agree that Dutchess County BOCES, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any or all information about me which said corporation, agent or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents or persons harmless for same. I understand that any offer of employment is conditioned upon receipt of satisfactory references. In addition, I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.

Date

Applicant's Signature

DO NOT WRITE IN THIS BOX. FOR SCHOOL USE ONLY

Date of Interview: _____

Interviewed By: _____

Employed? ☐ Yes

☐ No

<i>Position Title</i>	<i>Employment Date</i>	<i>Division</i>	<i>Salary</i>	<i>Step</i>

Other Pertinent Information

☐ Do not complete any information contained in this area unless box is checked...

Regarding the position(s) for which you are applying, the information requested below is needed for a legally permissible reason, including, without limitation, national security requirements, affirmative action, a bona fide occupational qualification or business necessity.

You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform each of the essential job functions listed for the position(s) with or without an accommodation? ☐ Yes ☐ No

If no, list the function(s) you are unable to perform and explain why you are unable to perform them.

