



FREWSBURG CENTRAL SCHOOL  
 26 INSTITUTE STREET  
 FREWSBURG, NEW YORK  
 Phone: (716) 569-7000

APPLICATION FOR ADMINISTRATIVE POSITIONS

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

Present Address: \_\_\_\_\_  
 (Street) (City, State) (Zip)

Permanent Address: \_\_\_\_\_  
 (Street) (City, State) (Zip)

Primary Phone: \_\_\_\_\_ Social Security # \_\_\_\_\_

NATURE OF APPLICATION AND CERTIFICATION				
Positions(s) Applied for (list in order of preference)				
1.		2.		
3.		4.		
Teaching Certificate Number	State	Subjects/Areas	Provisional/Initial	Permanent/Professional
Administrative Certificate				

EDUCATION					
Name/Location	Dates	Major	Minor	Degree/Hours	Honors
High School	to	xxx	xxx	xxx	
College	to				
College	to				
College	to				

**TEACHING / ADMINISTRATIVE EXPERIENCE (Under Paid Contract)**

District/Location	Dates	Full Time	Part Time	Position	Immediate Supervisor Name and Phone
	to				
Reason for Leaving					

District/Location	Dates	Full Time	Part Time	Position	Immediate Supervisor Name and Phone
	to				
Reason for Leaving					

District/Location	Dates	Full Time	Part Time	Position	Immediate Supervisor Name and Phone
	to				
Reason for Leaving					

District/Location	Dates	Full Time	Part Time	Position	Immediate Supervisor Name and Phone
	to				
Reason for Leaving					

**TEACHING/ADMINISTRATIVE EXPERIENCE (Volunteer or part of internship)**

District/Location	Dates	Position
	to	

District/Location	Dates	Position
	to	

District/Location	Dates	Position
	to	

List experiences you have had working with children (outside of school)

**PROFESSIONAL REFERENCES**

Name	Address	Phone	Position

**PERSONAL REFERENCES**

Name	Address	Phone	Position

**MILITARY SERVICE**

Branch	Dates Served	Highest Rank	Honorable Discharge	
			Yes	No

College Activities, Organizations, Teams (with offices held, if applicable) (optional)

Community Activities and Organizations (with office held, if applicable) (optional)

Professional Activities, Organizations, Offices and Honors

List works published or exhibited

Special Talents, Abilities, Interests or Hobbies

Briefly state your philosophy of education, reasons for entering administration, goals and any other pertinent information which you feel might help to support your candidacy.

PROFESSIONAL BACKGROUND HISTORY		
	Yes	No
Have you ever failed to be re-appointed to any position?		
Have you ever been denied tenure?		
Have you ever resigned from any employment at the request of any employer to avoid denial of tenure, discharge, or any other disciplinary action?		
Have you been terminated from any employment or asked to resign to avoid termination or discipline?		
If you answered yes to any of the above questions, please explain on a separate sheet.		

PERSONAL BACKGROUND HISTORY		
	Yes	No
Have you ever been arrested for anything other than a motor vehicle violation?		
Has an investigation ever been conducted or pending at the time of separation from prior employment?		
Have you at any time, in school or outside the school, willfully and deliberately advocated, advised or taught the doctrine that the Government of the United States or any state or of any political subdivision thereof should be overthrown or overturned by force, violence or by any unlawful means?		

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

APPLICANT CONSENT TO INVESTIGATE AND DISCLOSE DATA

I, \_\_\_\_\_ (print name), hereby grant permission to the

Frewsburg Central School District, to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background.

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving record, previous employers and educational institutions, personal references, professional information, and without limitations hereby releases the school district and the reference source from any liability in connection with its release or use.

I hereby affirm that the information set forth in this application is complete, accurate and true to the best of my knowledge. I further affirm that I have read the completed application and have not withheld any information or response to any questions. I understand and agree that any misrepresentation or omission of fact on this application or during the interview process, regardless of when it is discovered, may result in the refusal of employment, or if I have already been employed, constitute cause for my immediate termination. References and personal information which became part of this record are to be regarded as confidential and will not be revealed to me.

I hereby indemnify, release and forever discharge and hold the Frewsburg Central School District and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

If requested by the District in connection with its application, I will take a physical examination. I agree that the examining authority may disclose the findings of these examinations to the District and that my initial employment is conditioned upon meeting the requirements of that examination as established by the District.

I will be able, if hired, to certify that I am authorized to work in the United States of America and understand in accordance with the immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

In the event that I am employed, I agree to conform to the district rules and regulations.

Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by either the District, NYSED, NYSDCJS or the FBI to effectuate a criminal record background check. An online fingerprint application must be completed with the Superintendent's Secretary. The State Education Department will mail you two fingerprint cards. Once the cards are completed, return them to the Superintendent's Secretary to be mailed by the District. You will be required to pay a fee to NYSED (amount to be determined by SED). Payment may be made either with a credit card at the time of completing the application or with a money order at the time of mailing the cards.

This employment application will be valid only for six (6) months from the date that it is completed.

This agency is an Equal Opportunity Employer in compliance with the Civil Rights Act of 1964 and the Title IX of the Education Amendments of 1972. We encourage the application of qualified women and minorities.

\_\_\_\_\_  
(Printed Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**The Frewsburg School District is an Equal Opportunity Employer and does not discriminate against race, color, national origin, sex, disability, age, or veteran status in the provision of services or in its employment practices.**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Comments:

### APPLICATION CHECKLIST

- Cover Letter
- Resume
- Application
- Copy of certification
- Official Transcripts
- 3 Written References
- 3 Verbal References

Submitted by: \_\_\_\_\_