



# Employment Application

91 Fiddlers Lane, Latham, NY 12110 518-785-8591 HR@ncolonie.org

Position(s) Applied For:

Date:

First Name:

Mid Int.:

Last Name:

Address

City:

State:

Zip:

Cell Phone:

Home Phone:

Email:

**Employment Experience:** Please provide complete employment information, listing your most recent employer first.

Employer:

City/State

From:

To:

Position:

Avg. # Hrs/Week:

Summary of Duties:

Reason For Leaving:

Employer Phone #:

Other Information:

Employer:

City/State

From:

To:

Position:

Avg. # Hrs/Week:

Summary of Duties:

Reason For Leaving:

Employer Phone #:

Other Information:

Employer:

City/State

From:

To:

Position:

Avg. # Hrs/Week:

Summary of Duties:

Reason For Leaving:

Employer Phone #:

Other Information:

**Certification(s):** Please list all active NYS Certifications, including teaching and specialty certifications

First Name:

Mid Int.:

Last Name:

**Education/Training:**

High School:

Degree:

Undergraduate:

Degree:

Graduate:

Degree:

Other:

Degree:

**Criminal History:**

Our District has a responsibility for the safety of our students, staff and community. The following information must be completed by all applicants, in its entirety. A "Yes" answer to one of the following questions will not necessarily result in denial of employment. The District will consider all circumstances, including the date and nature of events which led to the actions described below. Providing a written explanation will assist us in determining your eligibility and suitability for employment. Failure to complete this form accurately and completely may result in disqualification from consideration or may be cause for dismissal if employed. It may also result in prosecution for filing false information with a public agency. Applicants and employees must report any arrests or convictions that occur subsequent to the time they initially completed this form.

Have you ever been convicted of a felony or misdemeanor?	NO	YES
Has a Family Court ever rendered a finding or verdict indicating that you abused or neglected a child?	NO	YES
Are there any criminal charges currently pending against you?	NO	YES
Have you ever had a credential or license revoked, suspended, invalidated or annulled for any reason or resigned in lieu of discharge?	NO	YES
Have proceedings ever been initiated against you pursuant to NYS Education Law 3020a, Section 75 or Part 83 (or other comparable disciplinary proceeding)?	NO	YES

If you answered YES to any of the questions above, please provide a detailed explanation below:

**Other Information:**

Have you ever worked for the North Colonie CSD? If Yes: List dates of employment and title:	NO	YES
Are you being referred to the District by a current or former employee? If Yes: Indicate employee's name and relationship:	NO	YES

**Signature Release:**

*All the information I have provided in my application materials, including but not limited to this employment application, resume, cover letter, references and transcripts, is true, correct and complete. I authorize the North Colonie CSD (NCCS) to make any investigations of any personal, educational, vocational or employment history. I further authorize any instructional or government agency to provide NCCS with information they have regarding me. I hereby release and discharge NCCS and those providing the information about me from any and all liability as a result of furnishing and receiving this information. I further agree that, if employed, I will provide verification of my certification, education, and experience. I agree that information provided by any individual shall be confidential and I shall not have access to that information. I agree that if I have made any misrepresentations or omissions of information or have provided false or incomplete statements herein, it will be cause for rejection of this application or dismissal after employment. I also agree to comply with all NCCS orders, policies, procedures and regulations.*

Signature: \_\_\_\_\_

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