



**GENERAL BROWN CENTRAL SCHOOL
DISTRICT OFFICE
PO BOX 500
DEXTER, NEW YORK 13634
Phone (315) 779-2311 Fax (315) 639-6916**

APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

Please Print or Type

Position Desired _____ Date _____
Example: Elementary Principal, High School Principal, Superintendent, Business Administrator

Name _____
Last First Middle

Other names, current or previous, under which you are or have been employed _____

Present Address _____
No. Street / PO Box City State Zip Code

Permanent Address _____
No. Street / PO Box City State Zip Code

Home Telephone (____) _____ Other Telephone (____) _____

E-Mail address (required) _____

Certification: List all certifications held or anticipated. Please provide a copy of all certifications.

Area/Subject	State	Type (Initial/ Perm)	Certificate Number	Date Issued or Anticipated	Expiration Date

Prior Tenure Record

All applicants must complete and sign this statement to assure compliance with the provisions of Section 3012, Subdivision 1, of New York State Education Law.

- (1) Have you ever received tenure in any school district or BOCES in New York State? Yes ___ No ___
- (2) If yes, please indicate:
Name of school district or BOCES: _____
Date tenure was granted: _____
- (3) Have you ever been denied tenure in any previous position? Yes ___ No ___ Date _____

Personal Information

Do you have any impairment, (physical, mental, or medical) which would interfere with your ability to perform the job for which you have applied? (Please explain) _____

Are there any positions or types of positions for which you should not be considered or job duties you cannot perform because of a physical, mental, or medical disability? (Please describe) _____

Have you ever been convicted of a crime? Yes ____ No ____ if yes, please explain: _____

Professional Background Information

1. Are you a member of a New York State Retirement System? Yes ____ No ____
If yes, what is your number? _____
2. Are you a U. S. Citizen? Yes ____ No ____
3. Have you ever been dismissed from a position or resigned, to avoid dismissal? Yes ____ No ____
If yes, please explain _____
4. Have you ever been reprimanded, suspended, fined, or discharged by a panel under Section 3020-A of the New York State Education Law? Yes ____ No ____ If yes, please explain _____

Educational and Professional Training

	Name School or Institution	Course	Diploma or Degree
High School	_____	_____	_____
Undergraduate Work	_____	_____	_____
Graduate Work	_____	_____	_____
Post Graduate Work	_____	_____	_____
Other	_____	_____	_____

Work Experience Other Than Administration
(Include military experience / list most recent employer first)

Place of Employment	Dates Employed	Description of Job	Reference	Phone

Administrative Experience
(Include internship)

Name of School or Institution & Location	Grades or H. S. Subject taught or position held	Dates --- to ---	Number of years	Number of teachers in system

Have you ever worked for General Brown Central School before? Yes ____ No ____

If yes, when? _____ Under what name? _____

References

Use reference line 1 to indicate the person responsible for supervising and evaluating your work in your most recent teaching / student teaching position.

Give five (5) references, including especially administrators under whom you have taught or worked, and who have first-hand knowledge of your character, personality, scholarship, and administrative ability. If such references are part of your credentials, leave lines 2-5 blank and have your credentials sent to the address on the front of the application. If these references are not part of your credentials, ask each person to submit a letter of reference for you to the address on the front of this application.

<u>Name</u>	<u>Position</u>	<u>Phone Number</u>	<u>Present Address</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Please give below a statement covering any additional points which will help in judging your stability for a position, including such things as: 1. Your aims in administration. 2. Special experience, training, or interests not mentioned elsewhere. 3. If there are any periods of time since your graduation from high school, in excess of three months, not detailed in this application, please include this information in chronological order, most recent activities last.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application may be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies or bureaus of your choice.

Signature of Applicant

Date

- All school employees must submit fingerprints to New York State. If an unfavorable response is received from New York State, your position may be terminated. Proof of Child Abuse and Violence Prevention Training are also required.
- Civil Rights Acts prohibit discrimination in employment because of sex, race, color, religion, national origin, or handicapping condition; Public law 90-202 prohibits discrimination because of age. The laws of New York State and the policies of the General Brown Central School District are in compliance with the Federal laws.