

# ■ Application for Professional Appointment

Voorheesville Central School District  
 Voorheesville, New York 12186

Please mail Letter of Interest, résumé, completed application form and placement file to:

**Mr. Frank Macri**  
**Voorheesville Central School District**  
**P.O. Box 201**  
**Voorheesville, New York 12186**

Position Desired: \_\_\_\_\_ Date: \_\_\_\_\_

Personal Information

<i>Last Name</i>	<i>First</i>	<i>Middle</i>
<i>Home Address</i>	<i>City/ State /Zip</i>	<i>Phone</i>
<i>Work Address</i>	<i>City/ State /Zip</i>	<i>Phone</i>

**FOR OFFICE USE ONLY**

\_\_\_\_\_ File \_\_\_\_\_

Enclosures: \_\_\_\_\_

References \_\_\_\_\_ Interview Record \_\_\_\_\_

Transcripts \_\_\_\_\_ Other (        ) \_\_\_\_\_

FOLLOW-UP RECORD	INITIALS	DATE
Application Acknowledged	_____	_____
Interviewed by Superintendent	_____	_____
Interviewed by Principal	_____	_____
Interviewed by Chairperson/Committee	_____	_____
Appointment Offered	_____	_____
Appointment Accepted	_____	_____
Board Appointed	_____	_____

Placement \_\_\_\_\_ Date Position Begins \_\_\_\_\_

Yrs. Credited: \_\_\_\_\_ Credit Hrs: \_\_\_\_\_ Step: \_\_\_\_\_ Salary: \_\_\_\_\_

Please complete this application even though information requested may be duplicated in your résumé or placement papers.

Please submit the following information with your application:

- Letter of Interest
- Résumé
- College Transcripts
- 3 Letters of Recommendation
- Fingerprint Clearance
- Copy of Certification

Personal Information

Social Security Number:    \_\_\_ \_\_\_ \_\_\_ - \_\_\_\_\_ - \_\_\_ \_\_\_ \_\_\_

N.Y.S. Teachers' Retirement Number:    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Education and Professional Preparation

Graduate Institution(s)	Address	Major/Minor	Degree/Date

Certificates

Title of Certificate(s)	Date Issued	Expiration Date	Valid in State of

Employment History

List all experiences in reverse order. Include *both school* and *non-school* experience and any military service.

Institution or Activity and Location	Title of Position	Years	Size of Bldg.

Recognition - Honors, Awards, Publications and Professional Organizations

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Extra-Curricular Activities

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Did you receive tenure in another school district?  Yes  No

Year \_\_\_\_\_ District \_\_\_\_\_

Are you authorized to work lawfully in the United States?  Yes  No

Have you ever been convicted of or pled guilty to a crime and/or violation, either a Misdemeanor or a felony (including but not limited to child abuse, theft, moving motor vehicle violations, drug related charges or other violent crimes)?  Yes  No

Have you ever been found guilty of professional misconduct, been dismissed or asked to resign from any position in any state?  Yes  No

If YES to either of the last two questions, attach an explanation to this application.

References

Please provide three *references that* are familiar with your work history. *Include* the name of your immediate supervisor.

1. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Philosophy Statements/Writing Samples

Please respond briefly, in your own handwriting, to the following two questions. Use space provided on the back page.

- 1. What single achievement at any stage of your professional career gave you the most satisfaction?
- 2. What qualities do you possess that would interest the Voorheesville Central School District in your candidacy?

Question 1:

Question 2:

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I certify that the information entered on this application is true, complete and accurate.

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*Signature*

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*Date*