



CORNWALL CENTRAL SCHOOL DISTRICT EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name (Last, First, Middle): _____ Date: _____

Street Address: _____

City / State / Zip: _____

Home Phone: _____ Cell #: _____

e-Mail: _____ Work #: _____

PLACEMENT INFORMATION

Position(s) Applied For: _____

Type of Employment: _____

(underline all that apply)

Full-time: Yes / No Substitute: Yes / No Summer: Yes / No

Part-time: Yes / No Temporary: Yes / No

Days Available for Work: _____

(underline all that apply)

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday Any

EDUCATION & SKILLS

School	Name	Did You Graduate?	Degree	Major/Minor
High School		Yes / No		
College (Undergrad)		Yes / No		
College (Graduate)		Yes / No		
Other		Yes / No		

List skills and/or professional licenses that you have relating to the position(s) you are applying for:

Describe your ability to use computers. What programs / applications are you familiar with?

EMPLOYMENT HISTORY (list your last three employers, beginning with your most recent)

Employer One	Position Information
Name	Job Title
Address	Start Date / / End Date / /
City/St/Zip	Reason for Leaving
Phone	Supervisor's Name

Employer Two	Position Information
Name	Job Title
Address	Start Date / / End Date / /
City/St/Zip	Reason for Leaving
Phone	Supervisor's Name

Employer Three	Position Information
Name	Job Title
Address	Start Date / / End Date / /
City/St/Zip	Reason for Leaving
Phone	Supervisor's Name

REFERENCES (list business or professional references, not friends or relatives)

Reference One	
Name	Phone
Address	e-Mail
City/St/Zip	Relationship

Reference Two	
Name	Phone
Address	e-Mail
City/St/Zip	Relationship

Reference Three	
Name	Phone
Address	e-Mail
City/St/Zip	Relationship

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS (*underline appropriate response for each*)

Have you ever been fingerprinted for the purpose of employment? If yes, where and when?	Yes	No
Have you been cleared by the NY State Education Department (NYSED) for teaching?	Yes	No
Are you legally eligible for employment in this country?	Yes	No
Are you currently, or have you previously been, a member of the military?	Yes	No
Have you ever been terminated from a previous position? If yes, please explain.	Yes	No
Have you ever resigned as an alternative to facing charges or dismissal? If yes, please explain.	Yes	No
Are you a graduate of Cornwall Central School District?	Yes	No
To the best of your knowledge, are any of your relatives present or former employees of the Cornwall Central School District? If yes, please list the names of your relative(s) below and what position(s) they held, or presently hold, in Cornwall.	Yes	No
Have you ever received an unsatisfactory rating in conjunction with any pedagogical/teaching employment?	Yes	No
Have you ever been disqualified for employment for any civil service position?	Yes	No
Have you ever been found guilty and/or have you ever pleaded guilty to disciplinary charges brought against you under Section 3020-a of the Education Law or Section 75 of the Civil Service Law?	Yes	No
Are you a certified teacher or teaching assistant? If yes, please list all current certifications.	Yes	No
Have you ever had any professional certificate or license denied, revoked or suspended by any government agency as a result of your record?	Yes	No
Have you ever been the subject of a Part 83 investigation that resulted in a finding of wrongdoing?	Yes	No
Has a Family Court, or any other court, ever rendered a finding indicating that you have abused or neglected a child? (If yes, please provide additional information.)	Yes	No

APPLICANT'S STATEMENT

BY SUBMITTING THIS APPLICATION, I certify that the facts and responses made by me on this application are true and complete and do not present any misrepresentations of me to the best of my knowledge. I authorize the investigation of all statements contained in this application, or otherwise, made by me, as may be necessary in arriving at an employment decision. I authorize Cornwall CSD to contact my prior employers to make inquiries and obtain information, including personnel files, relevant to my performance and abilities as employee. I hereby release all prior employers from any and all claims, including claims of defamation, associated with the release or disclosure of such information to Cornwall CSD. I further authorize Cornwall CSD to: investigate my background to the extent permitted by, and in accordance with, applicable law; check the references provided; and to obtain information about any criminal history. I understand that false or misleading statements made by me on this application or otherwise, constitute sufficient cause for rejection of this application or, if employed, grounds for immediate dismissal. I understand that this application for employment is not a contract and is not intended to confer or create contractual rights of any kind or nature. I further understand that if I am employed, employment is on an at-will basis and I may be terminated at any time for any reason, subject to applicable provisions of law.

The Cornwall CSD does not discriminate on the basis of race, creed, color, religion, national origin, age, ancestry, sex, pregnancy, disability, sexual orientation (actual or perceived), predisposing genetic characteristics, domestic violence victim status, military status, veteran status, lawful off-duty activities, genetic information or testing, arrest or conviction, and marital status in its educational programs or employment practices. The Coordinator of Title IX and Section 504 is the Director of Personnel Pupil Services.

Signature of Applicant

Date

Please submit the following with your application: a) resume; b) diploma for highest education level; c) NYSED certification(s); d) professional license(s); and e) an unofficial college transcript (if applicable).