

# MASSENA CENTRAL SCHOOL DISTRICT

84 Nightengale Avenue  
Massena, New York 13662

## PROFESSIONAL APPLICATION

The Massena Central School District is an equal opportunity school district/employer which does not discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, or any other reason prohibited by state or federal law in the employment, working conditions and educational opportunities of applicants, employees and students.

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

Current Address \_\_\_\_\_ Phone(s) \_\_\_\_\_  
\_\_\_\_\_

E-mail Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

Position applying for \_\_\_\_\_

## REFERENCES

Please list at least 3 references who can speak directly about your qualifications and character.

NAME	ADDRESS/ E-MAIL	TELEPHONE	OCCUPATION

If there is something else about yourself – your interests, special talents, career objectives, etc. – you would like us to be aware of, please mention them in this space.

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## PHYSICAL RECORD

Can you perform the essential functions of the position sought with or without a reasonable accommodation? If a reasonable accommodation is necessary, please explain.

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Briefly answer the following questions:

1. What professional literature have you read in the past year?

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2. List any memberships or activities relevant to your ability to perform duties of the position.

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3. What has been your professional improvement program for the past three years?

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4. What are your plans for professional improvement in the future?

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## FORMAL EDUCATION

Institution	Major	Minor	Degree	Date Completed

## PROFESSIONAL EXPERIENCE

Dates		Place	Years	Title	Reason for Leaving
From	To				

Are you currently a member of the New York State Retirement System?    \_\_\_\_ Yes    \_\_\_\_ No

If yes, please give your retirement number: \_\_\_\_\_

What is your current salary? \_\_\_\_\_

What is your expected salary? \_\_\_\_\_

When would you be available to begin? \_\_\_\_\_

Please **write** your response to the following. What interests you the most about this position?

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Have you ever been convicted of any crime or offense? If yes, please explain:

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Are you presently the subject of any criminal proceeding not yet disposed of? If yes, please explain:

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**Fingerprinting**

Have you ever been fingerprinted for the purposes of obtaining employment with a New York State public school district? \_\_\_ Yes \_\_\_ No

If yes: Date \_\_\_\_\_ School District \_\_\_\_\_

If no: New York State requires all applicants hired after July 1, 2001 to be fingerprinted. The cost of this process is the responsibility of employee. Employment is contingent upon the results of this process. For more details, please see the attached directions.

I understand and agree that Massena Central School District will verify all or part of the information I have supplied on this form. I understand that this verification may include credit history, motor vehicle driving record, criminal and civil records as well as any public record. I declare and affirm, under the penalty of perjury, which all the statements made in the foregoing application, including accompanying statements, are true, complete and correct. I understand that rendering any false information on this application may lead to criminal proceedings against me. I further understand that rendering any false information on this application may, in the event I am ultimately employed by the district, result in disciplinary action against me, with a penalty up to and including termination.

I give Massena Central School District my full permission to contact former and current employers, law enforcement agencies, educational institutions, licensing/certifying agencies, and personal references. I authorize any and all of the above individuals and agencies to provide Massena Central School District with the information requested as long as it pertains to the job duties/responsibilities for which I have applied for. Further, I release from liability any such individual or agency contacted by Massena Central School District in connection with this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return to: Tracey Supernault  
Human Resource Department  
Massena Central School District  
84 Nightengale Avenue  
Massena, New York 13662