COHOES CITY SCHOOL DISTRICT

7 Bevan St.

Cohoes, NY 12047

Phone: (518) 237-0100

Fax: (518) 237-2912

**Application for Instructional, Supervisory/Administrative or Substitute Teaching Position**

Name:

Position Desired (Circle one): Instructional | Administrative/Supervisory | Substitute

Indicate grade or subjects in order of preference:

To the Candidate:

We are pleased that you are interested in joining the staff of our schools. Our community and our schools have an excellent reputation.

In our continuing quest for excellence, we seek staff who care about children, have developed an understanding of how children learn, and can enjoy instructional knowledge that reflects sound professional judgment.

In addition to your application, you should contact your placement office and have your credentials and transcript forwarded. It is important that you furnish all information requested and that the information be correct. If appointed, that data will become part of your permanent personnel record. Applications are kept on file for one year.

You placement folder, application, and any correspondence should be sent to the Personnel Office, Cohoes City School District, 7 Bevan St., Cohoes, NY 12047.

Cohoes City School District is an equal opportunity employer and as such, does not discriminate on the grounds of race, color, creed, sex, or national origin.

PERSONAL DATA

Name:

Soc. Sec. No.:

Street Address:

City, State & Zip Code:

Telephone: Are you a citizen of the U.S. (Circle one)? Yes No

Do you have any physical disabilities which would prevent you from performing specific kinds of work (Circle one)? Yes No

If yes, describe the disability and explain the work limitations.

Date of availability: Present Salary:

If applying for an elementary classroom teaching position, can you teach the following, under supervision of special teachers:

Music? Art? Physical Education?

Please indicate in what fields (English, Science, etc.,) you have a special competence or interest:

Extracurricular school activities (coaching, clubs, etc.)?

Have you traveled extensively? If so, where and when?

What reading have you done in the past six months?

General Magazines:

Professional Magazines:

Books (Non-professional):

Certification Type (provisional or permanent):

Subject Area of Certificate(s) held:

Date of Expiration:

Valid in New York State (Circle One)? Yes No

List any limitations or deficiencies relative to your license in New York State

Teacher Retirement No./Tier:

Have you ever been convicted of a misdemeanor or felony (Circle One)? Yes No

| STUDENT TEACHING | | |
| --- | --- | --- |
| Name of School(s) & Location(s) | Grade(s) or Subject(s) Taught | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

| EDUCATIONAL EXPERIENCE | | | | | |
| --- | --- | --- | --- | --- | --- |
| School | Name and Location | Diploma or Degree Received | Year of  Graduation | Dates of Attendance  From  To | Semester  Hours  Credit |
| High School |  |  |  |  |  |
| Colleges |  |  |  |  |  |
| University |  |  |  |  |  |
| Graduate Work |  |  |  |  |  |

Applicants for secondary school or special teaching position–indicate the number of semester hours in each category.

|  | Undergraduate  Semester Hours | Graduate Semester  Hours | Name of School or Institution |
| --- | --- | --- | --- |
| College Major(s) |  |  |  |
| College Minor(s) |  |  |  |
| Education |  |  |  |

TEACHING EXPERIENCE

(Exclusive of Student Teaching)

| Name of School or Institution and Location | Grades or  Subjects Taught or Position Held | Dates:  From -  To - | If part-time give % | No. of Years | Reason for Leaving |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

OTHER WORK EXPERIENCE

| Where Employed | Location | Position Held | Dates:  To-  From- | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

REFERENCES

Give five references, especially superintendents and principals under whom you have taught, who have first-hand knowledge of your character, personality, and teaching ability. Do not include relatives.

If you are a new teacher, without experience except for practice teaching, give names of people for references who knew you as a student in high school, such as your high school principal or your guidance counselor. Include also the name of your supervising teaching under whom you did your practice teaching.

| NAME | POSITION | SCHOOL DISTRICT  ADDRESS | PHONE NUMBER |
| --- | --- | --- | --- |
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In your own handwriting, please write a statement covering any additional points which will help in judging your ability for a position, including things such as:

1. Your professional aspirations and philosophy of education.

2. Special experience, training or interests.

All statements by me on this application are true and complete. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment.

|  |  |
| --- | --- |
| Candidate’s Signature | Date |

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