

Dear Applicant:

Enclosed are the following documents:

- An Application for Employment
- Four "Employment Application & Investigation Release" Forms (the "Release Form")
- Three Confidential Reference Forms (the "Reference Form")

Please complete the application and return it, together with one Release Form *signed by you* to:

Office of Human Resources
East Syracuse-Minoa Central School District
407 Fremont Road
East Syracuse, New York 13057

With respect to references, you may elect to either (1) send a college placement folder with letters of reference in the folder, or (2) have your references provide their input directly to us. If you elect to provide us with a college placement folder, you *do not* need to send out the reference Forms or the Release Forms. Simply write a letter to your college/university giving them permission to release your placement folder to the above address.

If references are to be provided directly to us, the Reference Forms must be *sent by you* to the first three references you list on your Application. You must also send one Release Form *signed by you* to each entity or individual who you ask to complete a Reference Form. The Reference Forms must be returned *directly* to the School District Office of Human Resources by each person or entity who provides a reference. Your references may keep the Release Forms you send them as those forms are for their files.

The District retains the right to conduct a thorough background investigation of all applicants for instructional positions, including substitutes. Please be sure to provide all necessary information requested in the application to assist us in this endeavor.

In the event there is an opening in your particular area of interest, your application and related material will be available for review and will be processed by the District. Notification for an interview will be arranged if necessary.

Thank you for your interest in the East Syracuse-Minoa Central School District.

(A dishonorable discharge is not a ban to employment: all other factors will be considered.)

Are you an active member of National Guard or Reserve Unit? _____

5. Have you ever been dismissed or asked to resign from any position? _____
If so, provide explanation on an attached sheet.
6. Are you able to perform the essential functions of the job for which you have applied, either with or without a reasonable accommodation? _____
7. List the name of relatives currently employed by ESM. _____
8. List the names, if any, of relatives on the Board of Education of ESM. _____

TEACHING EXPERIENCES AND CERTIFICATION

9. Were you appointed to Tenure in a Public School or a BOCES in New York State? _____
Date _____
Name/Address of School District or BOCES: _____

Tenure area _____

10. Have you previously done substitute or full-time teaching in this District? _____ Yes _____ No

11. Have you previously done substitute or full-time teaching in another District? _____ Yes _____ No

12.

Type of Certificate Perm./Prov/Continuing	Effective Date	State Where Valid	Expires	Qualified to Teach or Administer

13. If you do not have a NYS Teaching Certificate, have you applied? _____

14. If you have a provisional certificate, are you in the process of completing the requirements for a permanent certificate in your area of academic concentration? _____

15.

Education/training	Name	Location	Degree	Major/Minor	Honors/Extra-Curricular
High School					
Undergraduate					
Graduate					

16. Please list academic honors, scholarships/fellowships, memberships in academic honorary societies and participation in or offices held in extracurricular activities you consider significant (Exclude those indicating race, color, religion, and/or national origin.) _____

17. What knowledge, special technical or computer skills, and/or individual capabilities do you have that especially prepare you for the position for which you have applied? _____

Publications, awards, etc.: _____

18. Were you trained for another profession or occupation before entering teaching? _____
 If so, what? _____

REFERENCES

19. May we inform your present employer of your application to ESM? _____

20.

Type of Experience	School/Location	Grade/Subject	From	To	Years	Full/PT
Student/Practice Teaching						
Regular Paid Teaching: Public						
Private/College/University						

21. Placement Bureau Service: _____

22. Do you belong to any job related organizations? _____
 If so, please provide names of such organizations. _____

23. References: List three or more (NOTE: If recent references are contained in placement bureau material already forwarded to us, additional reference forms enclosed do not need to be sent out by you.)

Name	Address	Official Position

Applicant Statement

I have answered all questions to the best of my ability. If employed, I acknowledge that false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. All information so provided is confidential and will remain the exclusive property of the District. I understand that upon an offer of employment, the District may obtain a background check based on my driver's license and the records maintained by the Department of Motor Vehicles and/or a consumer investigative report. The offer of employment will remain conditional unless and until this information shows that my record, or lack thereof, is suitable for employment with the District. I also understand that upon an offer of employment, I may be required to undergo a physical examination and drug screening prior to employment. If a disability that cannot be reasonably accommodated is found, the employment offer may be withdrawn. Every reasonable effort will be made to find an accommodation that would enable me to perform the required tasks of the job I am seeking.

Applicant's Signature

Date

Comments:

Please return to: Office of Human Resources
East Syracuse-Minoa Central School District
407 Fremont Road
East Syracuse, New York 13057

This school district does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race or sex. This policy is in compliance with Title IX of the Educational Amendments of 1972.

_____ has applied for a teaching position in our school system.

Will you please forward the college's confidential placement folder to the Office of Human Resources at the above address at your earliest convenience?

Thank you.

EMPLOYMENT APPLICATION AND INVESTIGATION RELEASE

PLEASE READ BEFORE SIGNING

The East Syracuse-Minoa Central School District (the "District") does not discriminate in the hiring or employment of individuals on the basis of race, color, religion, gender, national origin, age, or disability. All employment applications will be given full consideration. However, the District's receipt of your application does not imply that you will be offered employment. In processing your application, the District may request a Motor Vehicle Department record or a consumer investigative report concerning you. You have the right to request that the District disclose to you the content of that report. Such a request must be made in writing to the Office of Human Resources within a reasonable time after you have submitted this application.

By signing your name below, you certify that all statements made by you in your application are true and complete, to the best of your knowledge. You also certify that you understand that misrepresentations or omissions may be cause for rejection of your application or for subsequent dismissal in the event you are hired.

By signing your name below, you acknowledge that nothing contained in this application or in the interview process is intended to create an employment contract between the District and you. Should this application result in your employment, you have a right to terminate your employment at any time and for any reason. The District retains the right to terminate your employment in accordance with the law. Your signature below further acknowledges that only the Board of Education has the authority to enter into any agreement with you regarding the terms and conditions of your employment by the District.

By signing your name below, and in consideration of the District's evaluation of your suitability for employment, you authorize the District to verify your credentials as allowed by law. This verification process may include, but might not be limited to, discussions with supervisors, co-workers, friends, business associates or other individuals who the District, in its sole discretion, believes may have relevant information regarding your suitability for employment. You further authorize the District to contact the individuals you name as references. You agree not to make any claim or assert any cause of action of any kind against the District, its agents, its employees or any individuals and companies contacted by the District during its investigation of your application. You further release and forever discharge the District, its agents, its employees and the individuals and companies contacted by the District, as part of its investigation, from any and all claims, demands, damages, actions, causes of actions, or suits of any kind or nature whatsoever arising from the District's investigation of your credentials.

Applicant's Signature

Date

EMPLOYMENT APPLICATION AND INVESTIGATION RELEASE

PLEASE READ BEFORE SIGNING

The East Syracuse-Minoa Central School District (the "District") does not discriminate in the hiring or employment of individuals on the basis of race, color, religion, gender, national origin, age, or disability. All employment applications will be given full consideration. However, the District's receipt of your application does not imply that you will be offered employment. In processing your application, the District may request a Motor Vehicle Department record or a consumer investigative report concerning you. You have the right to request that the District disclose to you the content of that report. Such a request must be made in writing to the Office of Human Resources within a reasonable time after you have submitted this application.

By signing your name below, you certify that all statements made by you in your application are true and complete, to the best of your knowledge. You also certify that you understand that misrepresentations or omissions may be cause for rejection of your application or for subsequent dismissal in the event you are hired.

By signing your name below, you acknowledge that nothing contained in this application or in the interview process is intended to create an employment contract between the District and you. Should this application result in your employment, you have a right to terminate your employment at any time and for any reason. The District retains the right to terminate your employment in accordance with the law. Your signature below further acknowledges that only the Board of Education has the authority to enter into any agreement with you regarding the terms and conditions of your employment by the District.

By signing your name below, and in consideration of the District's evaluation of your suitability for employment, you authorize the District to verify your credentials as allowed by law. This verification process may include, but might not be limited to, discussions with supervisors, co-workers, friends, business associates or other individuals who the District, in its sole discretion, believes may have relevant information regarding your suitability for employment. You further authorize the District to contact the individuals you name as references. You agree not to make any claim or assert any cause of action of any kind against the District, its agents, its employees or any individuals and companies contacted by the District during its investigation of your application. You further release and forever discharge the District, its agents, its employees and the individuals and companies contacted by the District, as part of its investigation, from any and all claims, demands, damages, actions, causes of actions, or suits of any kind or nature whatsoever arising from the District's investigation of your credentials.

Applicant's Signature

Date

EMPLOYMENT APPLICATION AND INVESTIGATION RELEASE

PLEASE READ BEFORE SIGNING

The East Syracuse-Minoa Central School District (the "District") does not discriminate in the hiring or employment of individuals on the basis of race, color, religion, gender, national origin, age, or disability. All employment applications will be given full consideration. However, the District's receipt of your application does not imply that you will be offered employment. In processing your application, the District may request a Motor Vehicle Department record or a consumer investigative report concerning you. You have the right to request that the District disclose to you the content of that report. Such a request must be made in writing to the Office of Human Resources within a reasonable time after you have submitted this application.

By signing your name below, you certify that all statements made by you in your application are true and complete, to the best of your knowledge. You also certify that you understand that misrepresentations or omissions may be cause for rejection of your application or for subsequent dismissal in the event you are hired.

By signing your name below, you acknowledge that nothing contained in this application or in the interview process is intended to create an employment contract between the District and you. Should this application result in your employment, you have a right to terminate your employment at any time and for any reason. The District retains the right to terminate your employment in accordance with the law. Your signature below further acknowledges that only the Board of Education has the authority to enter into any agreement with you regarding the terms and conditions of your employment by the District.

By signing your name below, and in consideration of the District's evaluation of your suitability for employment, you authorize the District to verify your credentials as allowed by law. This verification process may include, but might not be limited to, discussions with supervisors, co-workers, friends, business associates or other individuals who the District, in its sole discretion, believes may have relevant information regarding your suitability for employment. You further authorize the District to contact the individuals you name as references. You agree not to make any claim or assert any cause of action of any kind against the District, its agents, its employees or any individuals and companies contacted by the District during its investigation of your application. You further release and forever discharge the District, its agents, its employees and the individuals and companies contacted by the District, as part of its investigation, from any and all claims, demands, damages, actions, causes of actions, or suits of any kind or nature whatsoever arising from the District's investigation of your credentials.

Applicant's Signature

Date

EMPLOYMENT APPLICATION AND INVESTIGATION RELEASE

PLEASE READ BEFORE SIGNING

The East Syracuse-Minoa Central School District (the "District") does not discriminate in the hiring or employment of individuals on the basis of race, color, religion, gender, national origin, age, or disability. All employment applications will be given full consideration. However, the District's receipt of your application does not imply that you will be offered employment. In processing your application, the District may request a Motor Vehicle Department record or a consumer investigative report concerning you. You have the right to request that the District disclose to you the content of that report. Such a request must be made in writing to the Office of Human Resources within a reasonable time after you have submitted this application.

By signing your name below, you certify that all statements made by you in your application are true and complete, to the best of your knowledge. You also certify that you understand that misrepresentations or omissions may be cause for rejection of your application or for subsequent dismissal in the event you are hired.

By signing your name below, you acknowledge that nothing contained in this application or in the interview process is intended to create an employment contract between the District and you. Should this application result in your employment, you have a right to terminate your employment at any time and for any reason. The District retains the right to terminate your employment in accordance with the law. Your signature below further acknowledges that only the Board of Education has the authority to enter into any agreement with you regarding the terms and conditions of your employment by the District.

By signing your name below, and in consideration of the District's evaluation of your suitability for employment, you authorize the District to verify your credentials as allowed by law. This verification process may include, but might not be limited to, discussions with supervisors, co-workers, friends, business associates or other individuals who the District, in its sole discretion, believes may have relevant information regarding your suitability for employment. You further authorize the District to contact the individuals you name as references. You agree not to make any claim or assert any cause of action of any kind against the District, its agents, its employees or any individuals and companies contacted by the District during its investigation of your application. You further release and forever discharge the District, its agents, its employees and the individuals and companies contacted by the District, as part of its investigation, from any and all claims, demands, damages, actions, causes of actions, or suits of any kind or nature whatsoever arising from the District's investigation of your credentials.

Applicant's Signature

Date

EAST SYRACUSE-MINOA CENTRAL SCHOOL DISTRICT
Administration Office
407 Fremont Road
East Syacuse, New York 13057
Phone: (315) 434-3007

Confidential
Reference

We are interested in considering * _____ for
a position as a teacher of * _____ in the East Syracuse-Minoa School District.
We would appreciate your frank opinion of * _____

Please check each of the items

Superior Above
Average Average Below
Average

	Superior	Above Average	Average	Below Average
I. Personal Qualities				
1. Character				
2. Tact				
3. Cooperation				
4. Industry				
5. Initiative				
6. Communication Skills				
II. Professional				
1. Interest in Children				
2. Professional intact and growth				
3. Discipline				
4. Willingness to accept supervision				
5. Participation in community activities				
III. Educational Background				
1. Use of English				
2. Scholarship				

IV. How long have you known the candidate? _____

V. Is this a person you would like to have teach your child? _____

VI. Comments _____

Signed _____

Position _____

Address _____

Phone _____

EAST SYRACUSE-MINOA CENTRAL SCHOOL DISTRICT
Administration Office
407 Fremont Road
East Syacuse, New York 13057
Phone: (315) 434-3007

Confidential
Reference

We are interested in considering * _____ for
a position as a teacher of * _____ in the East Syracuse-Minoa School District.
We would appreciate your frank opinion of * _____

Please check each of the items

Superior Above
Average Average Below
Average

	Superior	Above Average	Average	Below Average
I. Personal Qualities				
1. Character				
2. Tact				
3. Cooperation				
4. Industry				
5. Initiative				
6. Communication Skills				
II. Professional				
1. Interest in Children				
2. Professional intact and growth				
3. Discipline				
4. Willingness to accept supervision				
5. Participation in community activities				
III. Educational Background				
1. Use of English				
2. Scholarship				

IV. How long have you known the candidate? _____

V. Is this a person you would like to have teach your child? _____

VI. Comments _____

Signed _____
Position _____
Address _____
Phone _____

EAST SYRACUSE-MINOA CENTRAL SCHOOL DISTRICT
Administration Office
407 Fremont Road
East Syacuse, New York 13057
Phone: (315) 434-3007

Confidential
Reference

We are interested in considering * _____ for
a position as a teacher of * _____ in the East Syracuse-Minoa School District.
We would appreciate your frank opinion of * _____

Please check each of the items

Superior Above
Average Average Below
Average

	Superior	Above Average	Average	Below Average
I. Personal Qualities				
1. Character				
2. Tact				
3. Cooperation				
4. Industry				
5. Initiative				
6. Communication Skills				
II. Professional				
1. Interest in Children				
2. Professional intact and growth				
3. Discipline				
4. Willingness to accept supervision				
5. Participation in community activities				
III. Educational Background				
1. Use of English				
2. Scholarship				

IV. How long have you known the candidate? _____

V. Is this a person you would like to have teach your child? _____

VI. Comments _____

Signed _____

Position _____

Address _____

Phone _____