

**OFFICE OF HUMAN RESOURCES
WAPPINGERS CENTRAL SCHOOL DISTRICT
25 CORPORATE PARK DRIVE
POST OFFICE BOX 396
HOPEWELL JUNCTION, NEW YORK 12533
TELEPHONE: (845) 298-5000, EXT 40115**

APPLICATION FOR CERTIFIED ADMINISTRATIVE POSITION

Your candidacy will not be considered until all of the following documents are received in the Office of Human Resources:

- A signed cover letter.
- This application with each item completed in full in your own handwriting.
- A current resume.
- Four current letters of professional reference from individuals who have direct knowledge of your professional ability. All four letters must be signed, dated within the past 18 months, and cannot be from current WCSD employees. You may also choose to include additional letters of recommendation, copies of evaluations, or other relevant documents that would assist us in assessing your qualifications.
- Transcripts for all college credits completed (both undergraduate and graduate courses). Photocopies of transcripts are acceptable if they are legible and complete. Copies of diplomas are not acceptable substitutes for transcripts. Do not send multiple page grade reports.
- A copy of your New York State administrator teaching certificate(s). If your NYS certification is pending:
 - * Indicate in your cover letter the date when you will have fulfilled the requirements for a certificate and request that your college send a letter verifying that date.
 - * Submit verification that you have passed the NYSTCE School Leadership Assessments and completed the two workshops required for NYS certification (Reporting of Child Abuse, School Violence Prevention & Intervention).

You may call the Office of Human Resources only to verify that your candidate folder is complete. You will be contacted if you are selected for an interview.

**THE WAPPINGERS CENTRAL SCHOOL DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER.**

**WAPPINGERS CENTRAL SCHOOL DISTRICT
APPLICATION FOR CERTIFIED ADMINISTRATIVE POSITION**

Application for position of _____ Date Available for Employment _____

Personal Data

Name _____ Social Security Number _____
Last, First, Middle

Street Address, City, State, Zip Code _____

Telephone Number _____ Cell Phone Number _____

E-mail Address _____

Work Telephone _____ May we contact you at work? _____

If you are presently a member of (or if you are receiving a benefit from) a public retirement system in New York State, please indicate which system (Teachers, Employees, Police & Fire), your member number, and the percentage (if any) you contribute:

System _____ Member Number _____ Percentage _____

If you are retired and receiving a benefit from a New York State public employer, please be advised you are responsible for contacting the retirement system to determine what if any impact employment by the District will have on your retirement allowance.

College Education List all colleges attended in reverse chronological order.

Dates Attended	Name and Location (City/State) of College or University	Degree Received And/ Or Number of Credits	Grade Point Average	Major Field(s) Of Study
From (month/year) _____	_____	_____	_____	_____
To (month/year) _____	_____	_____	_____	_____
From (month/year) _____	_____	_____	_____	_____
To (month/year) _____	_____	_____	_____	_____
From (month/year) _____	_____	_____	_____	_____
To (month/year) _____	_____	_____	_____	_____
From (month/year) _____	_____	_____	_____	_____
To (month/year) _____	_____	_____	_____	_____
From (month/year) _____	_____	_____	_____	_____
To (month/year) _____	_____	_____	_____	_____

Professional References List four individuals who have direct knowledge of your leadership ability, scholarship, and character. Include your current or former supervisors. Do not list individuals presently employed by the Wappingers Central School District. Provide a written letter of reference from each person you list.

Name & Position	Complete Mailing Address	Daytime Telephone Number
1) _____ _____	_____	_____
2) _____ _____	_____	_____
3) _____ _____	_____	_____
4) _____ _____	_____	_____

Moral Character Determination Answer yes or no.

Have you ever been dismissed from employment, resigned, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for any reason? _____

Do you anticipate being dismissed from a teaching or administrative position, resigning, or entering into a settlement agreement in order to avoid dismissal? _____

Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable"? _____

Have you ever been convicted of any crime (felony or misdemeanor), other than minor traffic violations? _____

Do you currently have any criminal charges pending against you? _____

Have you ever had an application for a teaching credential in New York or any other jurisdiction denied? _____

Have you ever had a teaching credential issued in New York or any other jurisdiction revoked, suspended, annulled, or otherwise invalidated? _____

Have disciplinary proceedings ever been initiated against you pursuant to Education Law Section 3020-a or the disciplinary provisions of any other jurisdictions? _____

If you answered "yes" to any of the questions above, attach an explanation for the response, providing the specifics. None of the above circumstances represents an automatic bar to employment by the District.

Signature

I affirm that the statements made in this application and all accompanying documents are true and complete to the best of my knowledge. I authorize investigation of my employment history and all statements contained in this application and any accompanying documents. In the event of employment, I understand that false information or a deliberate omission found herein may be cause for dismissal.

Signature

Date

Please note how you learned of this administrative vacancy _____