

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

900 Watervliet-Shaker Road, Albany, New York 12205

APPLICATION FOR EMPLOYMENT

(All Teachers, School Administrators, and Teaching Assistants must apply on-line using www.olasjobs.org/capital and will be required to complete this application at time of interview)

NAME: (LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS – STREET AND NUMBER CITY AND STATE ZIP CODE HOME PHONE

PERMANENT ADDRESS (if different) E-MAIL ADDRESS

POSITION APPLIED FOR VACANCY # (if applicable)

Are you currently a member of a NYS Retirement System? ☐ Yes ☐ No If yes, which system? ☐ TRS ☐ ERS

How did you hear about this position?

SCHOOLS ATTENDED: HIGH SCHOOL, UNDERGRADUATE SCHOOL, GRADUATE SCHOOL, OTHER

NAME AND LOCATION	YEARS ATTENDED FROM TO	DIPLOMA OR DEGREE	FIELD OF STUDY

WORK EXPERIENCE

EMPLOYER AND LOCATION	DATES EMPLOYED FROM TO (include month and year)	TYPE OF POSITION (include full time/part time/seasonal/temporary)

Office Use Only: Seasonal ☐ Permanent ☐ Temporary ☐

CERTIFICATION/PROFESSIONAL LICENSE INFORMATION

It is the applicant's responsibility to have official college transcripts, placement folder, (if available) or a minimum of three written references and a copy of any certification or licensure issued by the State of New York forwarded to the personnel office.

A.I hereby certify that I hold a teaching certificate issued by the University of the State of New York as follows:

Area of Certification	Form (e.g., initial, permanent, professional, provisional)	Date Issued	Expiration Date	Active or Inactive?

B. A candidate not officially certified to teach in the public school of New York State should give the status of his or her application, if any, as follows (check one):

1. Submitted to and approved by the NYS Department of Education – certificate forthcoming date filed with NYS _____
2. Application filed, decision pending - Date filed with SED _____
3. Application not filed

TENURE STATUS (For Certified Employees Only)

Did you ever receive tenure status in a public school district or other BOCES in New York State? ☐ Yes ☐ No

If yes: Official Tenure area(s)_____Effective Date(s) _____

Name(s), address(es) and phone number(s) of school district(s)/BOCES where tenure status was granted:

Name (school or office/program area)	Address	Phone Number	School District/BOCES

Did you serve a probationary period? ☐ Yes ☐ No If yes, for how long? _____

NOTE: Upon appointment of a probationary teaching position at Capital Region BOCES, documentation of the above tenured position(s) must be provided to the Director of Human Resources, according to Education Law 3012-c and/or Education Law 3012-d.

REFERENCES

PLEASE LIST AT LEAST THREE INDIVIDUALS AND ONE SUPERVISOR WHO CAN PROVIDE INFORMATION ON YOUR QUALIFICATIONS FOR THIS POSITION.

<u>NAME</u>	<u>POSITION/TITLE</u>	<u>ADDRESS</u>	<u>PHONE</u>

PLEASE ANSWER THE 10 REQUIRED LEGAL QUESTIONS	Yes	No
1. Are you a citizen of the United States?		
2. Have you ever been convicted of a crime?		
3. Have you ever been dismissed or asked to resign from a position?		
4. Are any criminal charges currently pending against you?		
5. Are you being investigated or under discipline at your current job?		

If yes to 2, 3, 4 and/or 5 above, please explain below and attach additional sheets as necessary:

6. Have you ever been dishonorably discharged from military duty?		
7. Has your teaching certification ever been terminated or temporarily suspended pursuant to a Part 83 hearing?		
8. Are you legally eligible for employment in this country?		
9. Have you ever been fingerprinted by the NYS Education Department?		
10. Do you have any relatives by blood or marriage employed by CR BOCES?		

If yes to 10, please identify the employee(s) and relationship: _____

The Capital Region BOCES does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, at hrdirector@neric.org, (518) 862-4951 or 900 Watervliet Shaker Road, Albany, NY 12205. Inquiries concerning the application of the Capital Region BOCES nondiscrimination policies may also be referred to the Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, telephone: 646-428-3900, FAX: 646-428-3843, TDD: 800-877-8339, email: OCR.NewYork@ed.gov

Please submit this application with your resume and cover letter, and forward copies of your certification and transcript or placement folder. Also, attach any additional experience or background information that will qualify you for this position.

Capital Region BOCES
 Director of Human Resources
 900 Watervliet-Shaker Road
 Albany, New York 12205
 Phone#: (518) 862-4910 Fax#: (518) 862-4949

Affirmation: I affirm that all statements made on this form, including any accompanying papers, are true, accurate and complete to the best of my knowledge under penalty of perjury. I further authorize investigation of said statements.

Authorization: I hereby authorize Capital Region BOCES to investigate references from my previous or current employers.

Date: _____

Signature of Affirmation and Authorization