



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

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	TYPE OF POSITION

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 (certification of qualification, provisional, Permanent)	Date Issued	Expiration Date	Not Permanent

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. Application 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/CIVIL SERVICE STATUS (if applicable)

Did you ever receive tenure or permanent Civil Service status in a public school district or other government agency in New York State?
 [] Yes [] No

If yes: Tenure/Civil Service area(s) _____ Effective Date(s) _____

Name(s), address(es) and phone number(s) of school district(s)/government agency(ies) where tenure/permanent civil service status was granted:

Name	Address	Phone Number	School District/ Government Agency

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

Were you ever disciplined by the school district(s) government agency(ies)? [] Yes [] No

If yes, explain the nature of the discipline _____

REFERENCES

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

NAME	POSITION/TITLE	ADDRESS	PHONE
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			

- 1. Are you a US Citizen?..... Yes { } No { }
 - 2. Have you ever been convicted of a crime?..... Yes { } No { }
 - 3. Have you ever been dismissed or asked to resign from a position?.. Yes { } No { }
- If yes to 2 or 3 above, please explain:

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- 4. Have you ever been dishonorably discharged from military duty?..... Yes { } No { }
 - 5. Has your teaching certification ever been terminated or temporarily suspended pursuant to a Part 83 hearing?..... Yes { } No { }
 - 6. Are you legally eligible for employment in this country?..... Yes { } No { }

Attach any additional experience or background information which would qualify you for this position.

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 non-discrimination policies: Robert Zordan, compliance officer/coordinator, at robert.zordan@neric.org, (518) 862-4910 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 U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY)

Please submit this application with your resume and cover letter, and forward copies of your certification and transcript or placement folder.

Capital Region BOCES
 Director of Human Resources
 900 Watervliet-Shaker Road
 Albany, New York 12205
 Phone#: (518) 862-4910
 Fax#: (518) 862-4903

Signature

Date Signed