



## EDUCATIONAL PREPARATION

Name and Location of College/University	Course of Study/Degree	Graduated	
		Yes	No
		Yes	No

## EMPLOYMENT EXPERIENCE Complete A and B. **Do not refer to a resume** in lieu of completing this section

A. Supervisor at Last Place of Employment	Location	Phone #	Dates ...to...

### B. Employment History:

Current Employer:

Address	Telephone

Previous Employer:

Address	Telephone

Previous Employer:

Address	Telephone

## DISTRICT SELECTION I am willing to work at the buildings circled below:

District	Alt.	High Schools	Middle Schools	Elementary Schools
<b>BKW:</b>		Secondary School		Elementary School
<b>Bethlehem:</b>		High School	Middle School	Elementary Schools
<b>BOCES:</b>		Career and Tech:		Special Ed
<b>BHBL:</b>		High School	Middle School	Elementary Schools
<b>Cohoes:</b>		High School	Middle School	Elementary Schools
<b>Duanesburg:</b>		Jr/Sr High School (grades 7-12)		Grades K-6
<b>Green Island:</b>		Heatly School (grades 7-12)	Grades K-6	
<b>Guilderland :</b>		High School	Middle School	Elementary Schools
<b>Mohonasen:</b>		High School	Middle Schools	Elementary Schools
<b>Niskayuna:</b>		High School	Middle School	Elementary Schools
<b>North Colonie:</b>	Goodrich	High School	Middle School	Elementary Schools
<b>Schenectady:</b>	Steinmetz	High School	Middle Schools	Elementary Schools
<b>South Colonie:</b>	CALC	High School	Middle Schools	Elementary Schools
<b>Voorheesville:</b>		High School	Middle School	Elementary School
<b>Watervliet:</b>		Jr/Sr High School (grades 7-12)		Grades K-6
<b>Waterford-Halfmoon</b>		Secondary School		Elementary School

**WORK PREFERENCE:** Levels:  High S  Middle S  Elem S

\_\_\_\_\_ I am available every day of the week.

\_\_\_\_\_ I am available only for the times periods noted below:

Before Noon \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

After Noon \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

**NYSED FINGERPRINT INFORMATION** Pursuant to SAVE Legislation substitutes are subject to fingerprint supported criminal history background checks.

My fingerprints were/will be taken for the New York State Education Department database on \_\_\_\_\_  
Date  
at \_\_\_\_\_ Capital Region BOCES has my permission to obtain clearance from NYSED.  
Location

I, \_\_\_\_\_, to the best of my knowledge

do not have pending criminal charges against me or criminal convictions in New York State or any jurisdiction outside of NYS. \*

have pending criminal charges against me or criminal convictions in New York State or any jurisdiction outside of NYS. \*

(List all pending criminal charges and convictions. Include the date, location and the nature of the criminal offense you were charged with or have been convicted. Attach additional pages if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Note that a conviction record will not necessarily be a bar to employment. Factors such as age at the time of offense, date, seriousness and nature of offense and rehabilitation will be taken into account.

I hereby certify that the information supplied is true and correct. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that falsification of any part of this application constitutes cause for rejection of application or dismissal after employment.

My signature below authorizes Capital Region BOCES to obtain information regarding employment from my prior employers. I waive my right or access to any information submitted by references.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETIREMENT SYSTEM ELECTION NOTICE**

Further information available at: [www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire)

I hereby acknowledge that Capital Region BOCES Substitute Registry on behalf of BOCES and the component districts has informed me that, as a matter of right, pursuant to Section 45 of the New York Retirement and Social Security Law, I may join the **New York State Employees Retirement System**. I further acknowledge that I understand if I elect to join the NYS Employees' Retirement System, I must complete a Retirement System membership application that must be filed with the Retirement System in order to be effective. As a result of joining, I will be required to contribute 3% of my salary to the Retirement System.

- I am an active member of the NYS Employees Retirement System
- I wish to join the Retirement System and have been notified that I must give the ERS application to the first district I substitute in. I must give my ERS# to all other districts where I work as soon as I receive it.
- I do not wish to join the Retirement System
- I am a retired member of NYS ERS

\_\_\_\_\_  
Signature REQUIRED

\_\_\_\_\_  
Date

Changes in your retirement status must be reported to district payroll office where you worked and to the substitute registry

The following is a list of **expectations**; failure to meet these expectations may result in removal from any school or district. Your signature below indicates that you have read and understand these expectations.

- Update all application information as changes occur.
- Complete the online HazCom/BBP course through Schoology, **or** attend a HazCom Right to Know/BBP Training within 90 days of approval by your 1<sup>st</sup> school district.
- Honor your job acceptances and report for work on the designated day. Last minute cancellations leave school without a nurse. Notify the Help Desk if you will be late.
- Dress appropriately as an adult role model for students.
- Expect the unexpected with flexibility.
- Follow the nurse's instructions.
- Treat all students and adults respectfully.
- Remain in the building until the specified time or notify a secretary or administrator if you must leave the building.
- Do **not** use your cell phone, text or read the newspaper while in school, except on a designated break.
- Do **not** use school computer for personal use.
- Maintain a safe environment by knowing emergency procedures. Remain calm, avoid escalating conflicts. Learn school procedures for requesting help.
- Keep personal issues and beliefs to yourself. The students are not your friends behave as the adult in charge.
- Be physically able to navigate school corridors between the end of one class and the start of another. Arrive on time for the next class.
- At end of school day: sign out, return key, and leave report for absent nurse.

When the service receives "Do Not Use (DNU)" reports from building administrators pertaining to your job performance, the service will send you a notification of removal from the school/district substitute list. Three building DNU reports will automatically remove your name from the Capital Region BOCES substitute list.

If at any time during the approval process or work as a substitute you are arrested or convicted of a crime, you must notify the substitute registry within **5 days** of the incident date. Failure to report an incident in writing will automatically remove a substitute's name from the registry system.

Capital Region BOCES reserves the right to remove you from our registry at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date