

## GENEVA CITY SCHOOL DISTRICT – TEACHING ASSISTANT CANDIDATE APPLICATION

Mr. \_\_\_\_\_  
 Mrs. \_\_\_\_\_  
 Ms. \_\_\_\_\_

Last                                      First                                      M.I.                                      Maiden/any other name                                      Social Security #

PRESENT ADDRESS \_\_\_\_\_ PERMANENT ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ E-mail: \_\_\_\_\_

CERTIFICATION (S)	1.	_____	_____	_____	*Please include copy(ies) of your certification when returning this completed application. *If no certification has been approved as yet, send copies of your certification materials. *If Music or Science certified, please list specialization.
		State	Subject Area	Expiration Date	
	2.	_____	_____	_____	
		State	Subject Area	Expiration Date	

**New York State Teaching Assistant Certification Examination(NYSTCE): Disregard This Section If NTE Was Passed and Teacher Certification Processed.**

Please check tests passed: PASSED DATE OF EXAM  
 LEVEL I \_\_\_\_\_ \_\_\_\_\_

**OR**

**New York State Teacher Certification Examination(NYSTCE): Disregard This Section If NTE Was Passed and Teacher Certification Processed.**

Please check tests passed: PASSED DATE OF EXAM  
 (LAST) Liberal Arts and Sciences Test \_\_\_\_\_ \_\_\_\_\_  
 (ATS-W) Assessment of Teaching Skills-Written \_\_\_\_\_ \_\_\_\_\_  
 (CST) Content Specialty Test in the area(s) of the teaching certificate \_\_\_\_\_ \_\_\_\_\_  
 (A TS-P) Assessment of Teaching Skills – Performance \_\_\_\_\_ \_\_\_\_\_

Additional information if available from: NYSTCE Scoring Personnel Director, Phone: 413-256-2882, [www.highered.nysed.gov/tcert/ot18.html](http://www.highered.nysed.gov/tcert/ot18.html)

Of what country are you a citizen? \_\_\_\_\_ If not U.S. please explain and provide appropriate documentation of your U.S. citizenship status. If yes,

CURRENT STATUS: Are you now employed? \_\_\_\_\_ please list: \_\_\_\_\_  
Your position title Your employer

**PLEASE HAVE YOUR TRANSCRIPTS (course and grade listings) AND PLACEMENT OFFICE FOLDER SENT TO US.**

- I have requested that transcripts and placement folder be sent to the Geneva City School District Office of Human Resources
- I do not have a Placement Folder on file in a college or agency

The request for my Placement Folder must come from the School District. You may request the folder from:  
 (Confidential Recommendation forms included in this application packet are **IN ADDITION** to your placement folder and should be **DIFFERENT** sources.)

_____	_____	_____	_____
College	Address	Month/Year Graduated	Degree/Subject

**SPECIAL INTERESTS AND ACTIVITIES:** Please comment on any special skills, training, abilities, interests and experiences, which are relevant to the position for which you are applying.

- |  |  |
|--|--|
| 1. Collegiate clubs, offices, activities, etc. | 6. Civic and service activities  |
| 2. Dramatics, debating, speaking               | 7. Hobbies or recreational activities  |
| 3. Art and Music                               | 8. Job-related organizations, committees, conferences  |
| 4. Foreign language skills                     | 9. Athletic and coaching (list special certificates held,<br>i.e. Waterfront Safety Instruction) |
| 5. Travel                                      |  |

**COMMENTS ON ANY ITEM ABOVE:**

**Item No.**


**SPECIAL SKILLS OR STRENGTHS YOU MAY WISH TO BRING TO OUR ATTENTION:**

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**REFERENCES**

Give the names of three references who have observed your work. Recommendations by present and former superintendents, principals, and other supervisors are preferred. This section must be filled out completely.

Name _____	Name _____	Name _____
Title _____	Title _____	Title _____
Address _____	Address _____	Address _____
Phone _____	Phone _____	Phone _____

**PERSONAL STATEMENT**

Use this space to include information that you believe would enhance your candidacy (add additional pages, if necessary).

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**MORAL CHARACTER DETERMINATION**

Mark the appropriate response to the right of each question:

- A. Have you ever resigned from a position rather than face disciplinary action? \_\_Yes \_\_No
- B. Has any disciplinary action been brought against you which resulted in your being discharged from employment? \_\_Yes \_\_No
- C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? \_\_Yes \_\_No
- D. Have you ever been convicted of any crime (felony or misdemeanor)? \_\_Yes \_\_No
- E. Are you now under charges for any crime (felony or misdemeanor)? \_\_Yes \_\_No
- F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges? \_\_Yes \_\_No
- G. Have you ever had a probationary term modified or terminated in this or any other state? \_\_Yes \_\_No

If you answered YES to any of the questions above, provide on a separate sheet of paper the specifics or any explanation for the response. If you elect not to provide specifics, however, or if such an explanation is insufficient, a confidential investigation will be initiated. None of the above circumstances represents an automatic bar to full consideration of this candidacy.

\*Submit official copies of the court record including disposition of the case.

**NOTE: THIS APPLICATION IS THE PROPERTY OF THE GENEVA CITY SCHOOL DISTRICT AND WILL BE KEPT ACTIVE FOR ONE YEAR UNLESS WITHDRAWN OR RENEWED. IT WILL BE DESTROYED AFTER TWO YEARS OF INACTIVE CLASSIFICATION.**

**\*\*ALL PRE-EMPLOYMENT MATERIALS WILL BE TREATED AS CONFIDENTIAL INFORMATION.**

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification will be sufficient cause for disqualification or dismissal. References and personal information which become part of this record are to be regarded as confidential and will not be revealed to me.

**By signing this application the undersigned consents to the Geneva City School District obtaining a criminal background, personal history inquiry, etc. if, in its sole discretion, it determines that such an inquiry would be beneficial to the employer.**

**I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

**MISSION STATEMENT: Geneva Schools will educate and graduate every student with the essential skills and knowledge to live lives of consequence.**

**Thank you for completing this application and for your interest in the Geneva City School District. The District is an equal opportunity employer and does not discriminate on the basis of sex, race, nationality or ethnicity, age, religion or handicapping conditions.**

**Return completed application, cover letter, resume and certifications to:**

**Stephen Kruger, Assistant Superintendent for Administrative Services  
District Administration Center  
400 West North Street  
Geneva, New York 14456-3492  
Telephone: 315-781-0400 Fax: 315-781-5461**