

**GENEVA CITY SCHOOL DISTRICT – TEACHER CANDIDATE APPLICATION**

Mr. \_\_\_\_\_  
 Ms. \_\_\_\_\_  
 Dr. \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Maiden/any other name \_\_\_\_\_ Social Security # \_\_\_\_\_

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

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

<b>CERTIFICATION (S) 1.</b>	_____	_____	_____	_____
	State	Subject Area	Expiration Date	Teacher Retirement # (if applicable)
<b>2.</b>	_____	_____	_____	
	State	Subject Area	Expiration Date	
<b>3.</b>	_____	_____	_____	
	State	Subject Area	Expiration Date	
<b>4.</b>	_____	_____	_____	
	State	Subject Area	Expiration Date	

**\*Please include copy (ies) of your certification when returning this completed application.  
 \*If no certificate has been approved as yet, send copies of your certification application materials.  
 \*If Music or Science certified, please list specialization.**

**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
(ALST) Academic Literacy Skills Test	_____	_____
(ATS-W) Assessment of Teaching Skills-Written	_____	_____
(CST) Content Specialty Test in the area(s) of the teaching certificate	_____	_____
(EAS) Educating All Students	_____	_____
(ed TPA) 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)

Where did you first hear of the Geneva City School District vacancy? \_\_\_\_\_

**LOCAL AFFILIATION:** If you have or have had local affiliation with the Geneva City School District, please check all that are applicable.

\_\_\_\_\_ - Matriculation in District School(s) \_\_\_\_\_ - Past or present residence in the Geneva School District  
 \_\_\_\_\_ - Student teaching in Geneva City Schools \_\_\_\_\_ - Other \_\_\_\_\_

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

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

Available for position \_\_\_\_\_  
 Date \_\_\_\_\_ Employer's phone \_\_\_\_\_ Employer's address (city and state) \_\_\_\_\_

PLEASE HAVE OUR 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

**CAREER PROFILE:** In chronological order, **the most recent last**, please list the educational institutions you have attended, your teaching experience and your military and work experience, beginning with your high school preparation.

We may contact employers and supervisors whom you have listed in the Career Profile below.

**EDUCATIONAL INSTITUTIONS ATTENDED**

From-To		School or Institution Name	Degree/Credit Hours
MO/YR	MO/YR		
-			
-			
-			
-			
-			
-			

**STUDENT TEACHING OR INTERNSHIP**

From-To		Title/Level/Subject	Sponsoring Employer	Mailing Address
MO/YR	MO/YR			
-				
-				
-				

**PROFESSIONAL EXPERIENCE**

From-To		Title/Level/Subject	Hrs./Day	Days/Wk.	Employed by	Mailing Address	Reason for leaving
MO/YR	MO/YR						
-							
-							
-							
-							
-							

**U.S. MILITARY, WORK AND OTHER EXPERIENCE (include non-employed periods)**

From-To		Position/Status	Employed by	Mailing Address	Reason for leaving
MO/YR	MO/YR				
-					
-					
-					
-					
-					

**CONFIDENTIAL RECOMMENDATION:**

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.

Reference person	Job Title	Employer	Address	Phone Number
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____

**ACHIEVEMENTS:**

Collegiate Grade Point Average:	Undergraduate	Overall	Major
	_____	_____	_____
	Graduate	_____	_____

Please list all awards, honors and distinctions which you have received, since and including high school graduation: List Honoraries to which you have been elected.

\_\_\_\_\_

\_\_\_\_\_

If provided an interview, candidates are strongly encouraged to provide the Geneva City School District with a portfolio of your professional experience.



**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 teaching credential revoked, suspended or annulled? \_\_\_ Yes \_\_\_ No
- H. Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020- Dismissal of Teacher? \_\_\_ Yes \_\_\_ No
- I. 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 TEW 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.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Return completed application, cover letter, resume, transcripts, certifications and letters of reference 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