



**APPLICATION FOR PROFESSIONAL POSITION**

**Keene Central School  
P.O. Box 67  
Keene Valley, NY 12943  
(518) 576-4555  
fax (518) 576-4599**

**DIRECTIONS: Complete this form. DO NOT REFER TO INFORMATION APPEARING ELSEWHERE.**

- 1. Complete application form and forward to: Cynthia Ford Johnston, Superintendent, Keene Central School, Market St., P.O. Box 67, Keene Valley, NY 12943**
- 2. Request that your College Placement Office forward your credentials immediately.**

**POSITION PREFERENCE**

If you are applying for a Teaching Position, please indicate subject and grade preferences:

<input type="checkbox"/> <input type="checkbox"/> <b>Certificated (i.e. Teaching, etc.) Substitute Teaching</b> <hr/> (subject)
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<input type="checkbox"/> <b>License Required (civil service)</b> <hr/> (subject)
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**PERSONAL INFORMATION**

**LAST NAME:** \_\_\_\_\_ **FIRST** \_\_\_\_\_ **M.I.** \_\_\_\_\_

**PRESENT MAILING ADDRESS:** \_\_\_\_\_ **TEL # ( )- -** \_\_\_\_\_

**PERMANENT MAILING ADDRESS:** \_\_\_\_\_ **TEL # ( )- -** \_\_\_\_\_

**SS #** \_\_\_\_\_ **Retirement system #** \_\_\_\_\_

**PRESENT POSITION:** \_\_\_\_\_ **CURRENT SALARY:** \_\_\_\_\_

**NAME OF DISTRICT OR ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CERTIFICATION/LICENSE**

I hold the *New York State* Teaching/Administrative Certificate(s) and/or License(s) described below: (provide copies)

**CERTIFICATE(S)**

Permanent Provisional Certificate of Qualification \_\_\_\_\_ (area) \_\_\_\_\_ (date issued)

Permanent Provisional Certificate of Qualification \_\_\_\_\_ (area) \_\_\_\_\_ (date issued)

**LICENSE(S)**

List the License(s) held; type & issuing authority: \_\_\_\_\_

**PROFESSIONAL PREPARATION**

Institution/Location      Major/Minor      Degree rec'd      Graduation Date

UNDERGRADUATE \_\_\_\_\_  
\_\_\_\_\_

GRADUATE \_\_\_\_\_  
\_\_\_\_\_

\*provide copies of transcripts

**REFERENCES**

List five references. Please list at least four PROFESSIONAL references including your most recent supervisor or administrator, even if letter from these individuals are included in your placement folder. List one personal reference who has know you for a number of years and can speak to your character.

Name & Title	Present Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMPLOYMENT HISTORY**

Employer Name	Address/Phone #	Name of Supervisor	Dates employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May we refer to your present employer? ____yes____no May we refer to your former employer(s)? ____yes____no
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Attach a statement which will provide any information which you think might be of value in considering you for a position. You are invited to attach any other pertinent information.

*I hereby affirm that the statements made in this application are true to the best of my knowledge and belief.*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_