



929 York Street
Utica, New York 13502

Utica City School District

(315) 792-2249
Facsimile (315) 792-4885

ADMINISTRATIVE APPLICATION

Please complete this application in its entirety (Do Not Indicate "See Resume") and return along with your letter of interest, resume, copy of your New York State certification (s), academic transcripts, and career placement folder and/or three (3) current letters of reference to the Personnel Department of the Utica City School District

Please print or type all information. Complete all sections

I. GENERAL INFORMATION

Position Desired: _____

Name: _____
Last First Middle

Present Address: _____
Street Apt.

City State Zip

Mailing Address: _____
(If different from above) Street Apt City State Zip

Telephone Numbers (Home) _(____)_____ (Work) _(____)_____

(Cell) _(____)_____ (Fax #): _(____)_____

E-Mail: _____ Social Security #: _____

Present Position: _____
Title School

Street City State Zip

(____) _____
Telephone # # of people reporting directly to you

Have you ever worked for the Utica City School District? (Check one) Yes: ____ No: ____

If "Yes": When: _____ Position: _____

II. CERTIFICATION INFORMATION

Areas of Certification Date Issued State Type (i.e. Provisional/Initial/Permanent/Professional)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NYS Teachers Retirement System Number: _____

Include with this application copies of all NYS Certificates you currently hold. If you do not hold a NYS certificate, what steps are you taking to achieve it? (Please give date of anticipated receipt) _____

III. EDUCATIONAL BACKGROUND

High School	City and State	Major / Minor	Degree	GPA
College / University	City and State	Major / Minor		
College / University	City and State	Major / Minor		
College / University - GRADUATE	City and State	Major / Minor		
College / University - GRADUATE	City and State	Major / Minor		
Non-degree additional graduate work	City and State	Major / Minor		

IV. ADMINISTRATIVE INTERNSHIP EXPERIENCE

From / To	School Name & Location (City/State)	Subject (s)	Grades
	Supervisor	Telephone # (Work)	Telephone # (Home or Cell)

From / To	School Name & Location (City/State)	Subject (s)	Grades
	Supervisor	Telephone # (Work)	Telephone # (Home or Cell)

V. PROFESSIONAL EXPERIENCE

(List most current first)

From / To	School Name & Location (City/State)	Position Title (Include grades/subjects)	District/School Enrollment
From / To	School Name & Location (City/State)	Position Title (Include grades/subjects)	District/School Enrollment
From / To	School Name & Location (City/State)	Position Title (Include grades/subjects)	District/School Enrollment
From / To	School Name & Location (City/State)	Position Title (Include grades/subjects)	District/School Enrollment
From / To	School Name & Location (City/State)	Position Title (Include grades/subjects)	District/School Enrollment

Have you received tenure in any New York State School? _____			
District where tenure received: _____ Date Tenure received: _____			
District where tenure received: _____ Date Tenure received: _____			

VI. OTHER WORK EXPERIENCE IN EDUCATION

(List most current first)

<div><div></div><div></div></div> <div>From / To</div>	<div></div> <div>Employer</div>	<div></div> <div>Location (City/State)</div>	<div></div> <div>Position</div>
<div><div></div><div></div></div> <div>From / To</div>	<div></div> <div>Employer</div>	<div></div> <div>Location (City/State)</div>	<div></div> <div>Position</div>
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VII. NON-INSTRUCTIONAL EXPERIENCE

(Include Military Service, PEACE Corps, Vista, etc. List most current first)

<div><div></div><div></div></div> <div>From / To</div>	<div></div> <div>Employer</div>	<div></div> <div>Location (City/State)</div>	<div></div> <div>Position title</div>
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VIII. RELATED PROFESSIONAL EXPERIENCE AND PROFESSIONAL ORGANIZATIONS

Please include educational publications, committee chairmanships or memberships, innovations, elective position held, community service, etc.

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IX. ADDITIONAL SKILLS, HONORS AND DISTINCTIONS

(Include those that are relevant to prospective position, i.e. foreign language, extracurricular, etc.)

X. REFERENCES

Give three references (include your most recent employer, superintendents, principals, and others who know you in a supervisory capacity who have first-hand knowledge of your character, personality, scholarship, skills, and leadership ability).

Name	Title	School / Address	Phone - Work	Phone – Home/ Cell
			()	()
			()	()
			()	()

XI. REFLECTION

On a separate page, please respond to the below statement. Please *limit your response to one page, double spaced* but provide as many specific details as possible.

***Describe a situation / issue / problem in your school district
where you felt your leadership made a difference.***

XII. PERSONAL INFORMATION

(Circle *Yes* or *No* for each question)

Have you ever been convicted of a felony or misdemeanor?	Yes	No
Are any criminal charges pending against you?	Yes	No
Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)?	Yes	No
Have disciplinary charges ever been preferred against you by an employer?	Yes	No
Have you ever resigned as an alternative to facing charges or dismissal?	Yes	No

(If yes, please attach an explanation on a separate sheet.)

I affirm that any answers to the questions in this application are true and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation will be cause for immediate discharge. Furthermore, I voluntarily give the Utica City School District the right to inquire about my past employment and all statements contained in this application.

(Signature)

(Date)

The Utica City School District is an equal-opportunity organization that does not discriminate on the basis of race, creed, sex, age, handicapping conditions, or national origin in admission or access to, or treatment or employment in, program and activities.

**UTICA CITY SCHOOL DISTRICT
929 York Street
Utica, New York 13502**

**Sara Klimek
Chief Human Resources Officer**

**(315) 792-2249
Facsimile (315) 792-4885**

NOTICE AND RELEASE

**IN CONNECTION WITH
EMPLOYMENT APPLICATION**

In connection with my application for employment with the Utica City School District, I hereby voluntarily authorize the Utica City School District, or another entity whose services are retained by the district, and their employees or agents, to make a complete and comprehensive inquiry into my background, attributes and present and past activities, and to utilize this release in the conduct of such inquiry. To facilitate this inquiry, I authorize and request former employers, teachers and educational officials, government authorities and any other person or organization having knowledge concerning me to disclose to the district by all appropriate governmental and law enforcement agencies of records of convictions involving me.

Signature

Print Name

Date

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