

Waterloo Central School District

109 Washington Street
 Waterloo, New York 13165
 Phone 315-539-1500
 Fax 315-539-1504
www.waterloocsd.org



PROFESSIONAL APPLICATION ADMINISTRATIVE POSITION

Personal

Last Name		First	Middle	Date
Home Address				Home Phone ()
				Other Phone ()
City/State/Zip Code				Email:
Position Desired		NYS Retirement #		Social Security #
CERTIFICATION AREA	Type Perm./Prof.	Type Prov./Initial	Expiration Date	Certification Number
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Professional Education (Please list most recent first)

School/Location	Degree	Major	Minor	GPA

Professional Work Experience (Please list most recent first)

Name of school district	Enrollment:	Dates of employment:
Address	Salary:	
Position held	Did you receive tenure?	
Supervisor's name and position	Reason for leaving:	

Professional Work Experience (Continued)

Name of school district	Dates of employment:
Address	Salary:
Position held	Did you receive tenure?
Supervisor's name and position	Reason for leaving:

Name of school district	Dates of employment:
Address	Salary:
Position held	Did you receive tenure?
Supervisor's name and position	Reason for leaving:

Other Work Experience Including Military: List here in chronological order all other practical experience.

Employer	Address	Dates Employed	Supervisor	Kind of Work

In the United States Armed Forces: Yes _____ No _____ If yes, complete below.
Length of Service: _____ Branch: _____ Date of Discharge: _____

Professional References: Please provide the names of people who have closely observed your work. Present and former superintendents, principals and other supervisors are preferred.

Name:	Institution:	Official Position:	Telephone

Have you been fingerprinted? Yes _____ No _____ When? _____
Have your fingerprints been submitted to NYSED? Yes _____ No _____
Have you ever been convicted of a felony? Yes _____ No _____
Have you ever submitted an application to the Waterloo Central School District? Yes _____ No _____
If so, for what position did you apply? Position _____ When? _____

Additional Information

Please respond to the following questions on a separate sheet of paper.

1. Why are you interested in a position in the Waterloo Central School District?
2. What unique qualifications do you feel you bring to the position?
3. What area of education seems most exciting and promising to you? Why?

Signature

I hereby declare the information provided by me on this application is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I hereby authorize any individual, company or institution with whom I have been associated to furnish the Waterloo Central School District with any information concerning my employment.

Signature: _____

Date: _____

The Waterloo Central School District is an Equal Opportunity Employer and does not discriminate on the basis of age, color, religion, creed, disability, marital status, gender, sexual orientation, veteran status, national origin or race in the education program and activities which it operates.

An application for this position will not be considered completed unless we have received the following:

1. Letter of interest in the position
2. Resume
3. Three letters of reference
4. College transcripts
5. Copies and/or proof of certification
6. Completed application form

Email everything to Holly.Leone@Waterloocsd.org or Mail to:

Holly Leone, Human Resources Specialist
Waterloo Central School District
109 Washington Street
Waterloo, NY 13165