

**INSTRUCTIONAL PERSONNEL OFFICE, JOHNSON CITY CENTRAL SCHOOL DISTRICT**  
**666 REYNOLDS ROAD**  
**JOHNSON CITY, NY 13790**  
[www.jcschools.com](http://www.jcschools.com), (607) 930-1110  
**APPLICATION FOR ADMINISTRATIVE POSITION**

**POSITION FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

**PERSONAL INFORMATION**

E-Mail Address \_\_\_\_\_

Name \_\_\_\_\_ Other Last Name? \_\_\_\_\_  
 Last First Middle Initial Other Surname by Which Known

Perm. Address \_\_\_\_\_  
 Street City State Zip

Cell No. \_\_\_\_\_ Home No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

**PRESENT POSITION**

Position Title \_\_\_\_\_ Organization/ District \_\_\_\_\_

Business Address – Street/ City/ State/ Zip \_\_\_\_\_

Business Telephone(s) \_\_\_\_\_ Length of Time in Position \_\_\_\_\_

Number of People Reporting to You \_\_\_\_\_

Number of Students \_\_\_\_\_ School District Annual Budget \_\_\_\_\_

**CERTIFICATION INFORMATION**

Certificate Title (Specific Area/ Grades if Applicable)	Indicate Initial/ Professional/ Provisional/ Permanent/ Pending	Date Issued	Expiration Date if Applicable	Issuing State

**PROFESSIONAL EDUCATION**

College Name	Street/City/State/Zip	Dates Attended (from-to)	Degree Received and Date Granted	Major and Minor	Credits Earned

**EMPLOYMENT RECORD**

Name and Address of School/ District	Size	Position or Subject and Grades Taught	Dates of Position	Number of Full Years (Full Time)	Public/ Private/ Higher Education?

**PROFESSIONAL REFERENCES**

Department heads, coordinators, principals, superintendents, managers, etc., under whom you have worked or taught; list most recent first.

	Reference 1	Reference 2	Reference 3
Name of Reference			
Position of Reference			
Name and Address of Company or School/ District			
Dates of Employment with this Reference			
Do you currently work with this reference?			
Telephone Numbers of Reference (list work, home, include summer number)			
If you did not list a current supervisor, please explain why:			

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ATTACH** résumé, copies of transcripts, and any additional information which will assist us in our evaluation. Please have credentials file(s) sent or three+ letters of recommendation **with original signatures**.

**ADDITIONAL INFORMATION**

- Yes No Are you a member of the New York State Teachers’ Retirement System? Retirement Number \_\_\_\_\_
  - Yes No Are you a member of any other public pension plan? Retirement Number or Public Pension Program \_\_\_\_\_
  - Yes No Have you been granted tenure in a NY state public school? If yes, school district and date \_\_\_\_\_
  - Yes No Have you been denied an appointment to tenure? If yes, school district and date \_\_\_\_\_
  - Yes No Were your services ever terminated due to unsatisfactory or unprofessional activity? If yes, please explain \_\_\_\_\_
- \_\_\_\_\_

**DECLARATION**

“After a conditional offer of employment, I understand that a post-offer medical examination, BACKGROUND CHECK, FINGERPRINTING, and drug screen may need to be passed to the satisfaction of the Johnson City Central School District before starting work. I authorize investigation of any information provided on this application, or furnished elsewhere, as may be necessary in arriving at an employment decision. I hold harmless any school district or other employer, or individual furnishing information regarding my employment or personal background that may be used in connection with this application for employment. I understand that any misrepresentation or omission is cause for voiding this application or termination of employment if hired.”

“I declare the above information is correct to the best of my knowledge.”

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_