



# ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point – Yaphank Road  
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7558

## APPLICATION FOR ADMINISTRATIVE APPOINTMENT

### PERSONAL INFORMATION

Name \_\_\_\_\_  
(Please Print) Last First Middle Initial Maiden Name

Address \_\_\_\_\_  
Street City State ZIP

Mailing, if different \_\_\_\_\_  
Street City State ZIP

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

Are you a member of the NYS Teachers' Retirement System?  Yes  No

*If yes, please give NYS Teachers' Retirement #* \_\_\_\_\_

*If no, do you wish to join the NYS Teachers' Retirement System?*  Yes  No

Present Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

*If yes, please explain* \_\_\_\_\_

\_\_\_\_\_

To the best of your knowledge, is there a pending criminal charge or criminal conviction against you in any jurisdiction outside of the state?  Yes  No

*If yes, please explain* \_\_\_\_\_

Have you ever been fingerprinted for a school position in New York State?  Yes  No

*If yes, please indicate the agency* \_\_\_\_\_

Agency Name

Date of Fingerprinting

Estimate the total days absent from work or school for the past three years. \_\_\_\_\_

The Rocky Point UFSD does not discriminate on the basis of sex, national origin, disability, race, religion, marital status, or age in the employment of personnel.

**CERTIFICATION INFORMATION**

Do you have a New York State Teacher’s Certificate?  Yes  No

If yes, date of issue \_\_\_\_\_ Date of expiration \_\_\_\_\_

Subject of grade area of validity \_\_\_\_\_

Type of Certificate:  Provisional  Permanent  Initial  Professional  Pending

Certificate No. \_\_\_\_\_

Do you have a New York State Administrative Certificate?  Yes  No

If yes, date of issue \_\_\_\_\_ Date of expiration \_\_\_\_\_

Type of Certificate:  Provisional  Permanent  Initial  Professional  Pending

Certificate No. \_\_\_\_\_

*(Please attach copies of all documents applicable to the position for which you are applying.)*

**EDUCATIONAL & PROFESSIONAL PREPARATION**

	School Name and Location	Year of Graduation	Dates Attended	Degree or Major/Minor
<b>High School</b>				
<b>College or University</b>				
<b>College or University</b>				
<b>Graduate Courses</b>				
<b>Other</b>				

**EDUCATIONAL EXPERIENCE**

	Name and Location of School or Agency	Grade or Subject Area	Dates	FT or PT	Reason for Leaving
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					

**ADMINISTRATIVE INTERNSHIP**

	Name and Location of School or Agency and Name of Supervisor	Responsibilities	Dates
<b>1.</b>			
<b>2.</b>			

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**NON-INSTRUCTIONAL EXPERIENCE** (Include Military Service, PEACE Corps, Vista, etc.)

Name of Firm and Location	Position	Dates
1.		
2.		
3.		

**REFERENCES** (List three, preferably principals and superintendents)

Name and Address	Position	Phone
1.		
2.		
3.		

*Note: Please attach at least three letters of recommendation to your application*

**RELATED PROFESSIONAL EXPERIENCE**

(Answer only if information is directly related to the position for which you are applying)

List travel, publications, organizational and committee memberships, participation in educational innovations, special programs, community, etc.

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**EDUCATIONAL STATEMENT** (Attach a separate typed or handwritten document)

Please write a statement describing your interests and purposes. Cover such matters as:

1. Your points of view concerning the educational objectives that should be attained in your subject area or grade level
2. Your long range plans for a career in education
3. Reasons for applying to the Rocky Point School District

**Please be sure to sign and date this application.**

*Thank you for your interest in the Rocky Point School District.*

To the best of my knowledge the information contained in this application is true and complete. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between myself and the Rocky Point School District for employment or the provision of any benefits.

It is also understood that school district officials have the authority to contact any institution or persons(s) listed above for the purpose of processing this application to its completion.

Applications will be kept on file for one year from the date of filing. If you wish to keep your application active, you must make this intent known in writing on or before the anniversary of this application.

 Signature \_\_\_\_\_ Date \_\_\_\_\_

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