

FOR OFFICE USE ONLY:	Date: _____	New York State Law Prohibits
Letter of Application	Sent for _____ Received _____	Discrimination Because of Race,
References	_____	Color, Creed, Nationality, Sex, Age
No Opening Letter _____	_____	Disability or Marital Status
Position Filled Letter _____	_____	

**SUBSTITUTE TEACHING ASSISTANT APPLICATION FOR POSITION IN
RAVENA-COEYMANS-SELKIRK CENTRAL SCHOOL**

P.O. Box 100, Ravenna, NY 12143

(518) 756-5200

Fax: (518) 756-4561

Date _____ Name _____ Social Security No. _____

Present Address _____ Tel. No. _____

Permanent Address _____ Tel. No. _____
(if different from above)

Present Position _____

Do you have a legal right to work in the United States? Yes _____ No _____

If not, why? _____

Are you registered with Civil Service? _____ Yes _____ No

Have you been fingerprinted through the State Education Dept. before? _____ Yes _____ No

Are you able to perform the duties of a teaching assistant, with or without reasonable accommodations?

Yes _____ No _____ If no explain: _____

POSITION DESIRED (Please number specific areas according to preference; 1-1st choice, 2-2nd choice.)

Elementary	1 st Choice	2 nd Choice	Secondary	1 st Choice	2 nd Choice	Subject	1 st Choice	2 nd Choice
A.W. Becker			Middle School			Elementary		
P.B. Coeymans			High School			Secondary		

CERTIFICATION Are you certified as a teaching assistant? Yes _____ No _____

List below all teaching assistant certificates which you now hold, including any out of state.

STATE	TITLE	TEMP.	CONTIN.	NUMBER	DATE ISSUED

List types of any certificates for which you are working, and the date you expect to receive them.

**IN UP STATE NEW YORK'S CAPITAL DISTRICT
EDUCATIONAL AND/OR PROFESSIONAL TRAINING**

Name School or Institution, City & State	Major	Degree or Diploma	Date	Time Spent	Number of Credits
College(s)					
Graduate Work					

RECORD OF WORK EXPERIENCE

Please list in strict chronological order all work experience including present position acquired since graduation from high school including military service.

Dates		Name & Address of Employer	Position	Salary	Reason for Leaving
From	To				

Enumerate other experiences which may be related to teaching assistant or from which you feel you gained something of value _____

What activities, clubs or athletics did you participate in while in high school and college? _____

Current Interests: _____

List any awards or honors you received while in high school, college or on the job. _____

List any professional organizations of which you are a member: _____

REFERENCES: Give at least two references, including those who have firsthand knowledge of your character, personality, scholarship and ability. Please forward two letters of recommendation to:

**Assistant Superintendent for Instruction
 P.O. Box 100
 Ravena, NY 12143**

References MUST be received in order for application to be processed.

When could you start work? _____

Applicant's Signature

Date