

APPLICATION FOR ADMINISTRATIVE POSITION

**GREATER AMSTERDAM SCHOOL DISTRICT
11 LIBERTY STREET
AMSTERDAM, NEW YORK 12010**

1. Applications, materials and inquiries should be directed to the person named below who is serving as Chairperson of the Screening Committee.

**Dr. Nellie A. Bush
Assistant Superintendent
Greater Amsterdam School District
11 Liberty Street
Amsterdam, NY 12010-0670
(518) 843-5218**

2. Applicants should also arrange to have their confidential placement file sent to the person named above.
3. Applicants should enclose a personal letter stating why they are interested in this position. This letter should also contain information pertaining to your educational philosophy, long-range goals, and outstanding accomplishments.
4. If there is insufficient space for your answers below, please attach a sheet of paper with your name on it and indicate which number(s) you are continuing.

Name _____ Soc. Sec. # _____

Home Address _____ Home Phone _____

City _____ State _____ Zip _____

I. PRESENT EMPLOYMENT: Title of Present Position _____

Employed by _____ Business Phone _____

Business Address _____

Number of Students _____ Number of Certified Staff _____

Time in Present Position _____

Present Contractual Relationship _____

II. EDUCATION AND PROFESSIONAL PREPARATION:

Institution Name & Location	Month & Year	Degree and/or Certificate	Major	Minor
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III. CERTIFICATION:

IV. TEACHING EXPERIENCE: (List in reverse chronological order)

Name of School Location Grades/Subjects	Dates	No. of Months	No. of Teachers in System	Nature of Work
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V. ADMINISTRATIVE EXPERIENCE (List in reverse chronological order)

Position Title	Dates (Mo./Yr.)	Employer & Location	Comments
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VI. OTHER PERTINENT EXPERIENCE:

Position Title	Dates (Mo./Yr.)	Employer & Location	Comments
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VII. MEMBERSHIPS: - Professional:

(List and indicate offices held, if any, on a separate sheet and attach)

VIII. HONORS, AWARDS, ACCOMPLISHMENTS:

(Scholarships, articles or books authored, honorary Degrees, citations, special recognition, lectureships, workshops, major addresses, should be listed on a separate sheet)

IX. COMMUNITY ACTIVITIES:

(List voluntary and community service clubs, clubs, church, on a separate sheet and attach)

X. REFERENCES:

Please list four references who may be contacted, preferably recent employers. If you wish to reserve the confidential status of your application at this time, indicate your reservation in the space below.

Name	Title	Address	Telephone

XI. PERSONAL ATTRIBUTES:

List three personal attributes which you feel will help assure your success as an Administrator of the Greater Amsterdam School District.

CHECK APPROPRIATE BOX TO THE RIGHT OF EACH QUESTION:

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? YES NO
- B. Did you ever resign from any employment rather than face dismissal? YES NO
- C. Did you ever receive a discharge from the Armed Forces of the United States which was dishonorable? YES NO
- D. Have you ever been convicted of anything other than a traffic violation? YES NO
- E. Are you now under charges for any crime? YES NO

If you answered "Yes" to any of the questions A-E above, please explain on a separate sheet

I certify that the information listed on this application is accurate and true.

Signature

Date