



CHENANGO VALLEY CENTRAL SCHOOL DISTRICT

Application  
of

\_\_\_\_\_ (Your name)

**Administrator Application**

Chenango Valley Central School District  
Binghamton, New York 13901

Position applying for: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Please return this application to:

Mrs. Michelle Feyerabend  
Assistant Superintendent of Schools  
Chenango Valley Central School District  
221 Chenango Bridge Road  
Binghamton, New York 13901

**Personal Information**

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ (H)

\_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ (C)

Permanent Address: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ (W)

\_\_\_\_\_ Social Security #: \_\_\_\_\_

Email Address: \_\_\_\_\_

NYS Teachers' Retirement #: \_\_\_\_\_ Tier: \_\_\_\_\_ Date of Membership: \_\_\_\_\_



## Professional Preparation

**UNDERGRADUATE:** (please enclose official transcripts)

<u>Name/Location of Institution:</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date</u>

**GRADUATE:** (please enclose official transcripts)

<u>Name/Location of Institution:</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date</u>

List all the certificates earned in Education: (please enclose copies)

<u>Title of Certificate</u>	<u>Certificate #</u>	<u>Date Issued</u>	<u>Valid in State of:</u>	<u>Expiration Date</u>

## Administrative and/or Teaching Experience

List all experience in chronological order; include administrative, internship, and teaching.

<u>Institution/Address</u>	<u>Position</u>	<u>Start/End Date</u>	<u>Salary</u>

Salary Requirements: \_\_\_\_\_ Date Available to Start Employment: \_\_\_\_\_



## Work Experience (other than teaching)

List all experience in chronological order:

<u>Employer/Address</u>	<u>Position</u>	<u>Start/End Date</u>	<u>Salary</u>

## Other Information

Have you ever been convicted of a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

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

## References

*(Required)*

State the names of persons who, during the past five years, are knowledgeable as to your educational experiences. May we contact these people now? \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) (     ) \_\_\_\_\_ Phone (W) (     ) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) (     ) \_\_\_\_\_ Phone (W) (     ) \_\_\_\_\_



## References (continued)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) ( ) \_\_\_\_\_ Phone (W) ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) ( ) \_\_\_\_\_ Phone (W) ( ) \_\_\_\_\_

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, national origin, or handicap. PL 90-202 prohibits discrimination because of age. The New York Human Rights Law prohibits discrimination because of sex.

The Chenango Valley Central School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of Education Amendments of 1972 not to discriminate in such manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employee employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities.



## Administrator Application Checklist

### Required documents:

- Cover letter
- Resume
- Completed application
- Certifications (Copies of actual certificates and a printout of issued certificates from TEACH)
- Transcripts (Copies accepted with application until original transcripts are received)
- Letters of recommendation

\*\* Applications will not be processed without required documents.