



**GUILDERLAND CENTRAL SCHOOL DISTRICT**

8 School Road, P.O. Box 18, Guilderland Center, NY 12085-0018

(518) 456-6200 ext. 3117 / FAX (518) 456-1152

Visit us online at: [www.guilderlandschools.org](http://www.guilderlandschools.org)

**K-12 MUSIC ADMINISTRATOR  
APPLICATION**

Please print or type all information. Complete all sections I through X.

Return your application, résumé, letter of interest, copy of your New York State certification(s), academic transcripts and/or career placement folder to: Dr. Lin A. Severance, Assistant Superintendent for Human Resources, Guilderland Central School District, 8 School Road, P.O. Box 18, Guilderland Center, NY 12085-0018 **by April 5, 2019.**

**I. GENERAL INFORMATION**

Name \_\_\_\_\_

Last

First

Middle

Present Address \_\_\_\_\_

Number

Street

City/State/Zip

Telephone Numbers (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Citizen of U.S.A. YES NO

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

Title

School

Address

\_\_\_\_\_ # of people reporting directly to you

**II. CERTIFICATE INFORMATION**

Areas(s) of certification - Teaching \_\_\_\_\_ Provisional / Permanent / State of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Administrative \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NY State Teachers Retirement System Number \_\_\_\_\_

Include with this application copies of all NYS certificates you currently hold. If you do not hold a NYS certificate, what steps are you taking to achieve it? (Please give date of anticipated receipt.)

\_\_\_\_\_

### III. PROFESSIONAL EXPERIENCE

List most recent first.

Yrs.: From/To	School Name & Location	Position title (Include grades/subjects)	School size (# of pupils)
Yrs.: From/To	School Name & Location	Position title (Include grades/subjects)	School size (# of pupils)
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### IV. OTHER WORK EXPERIENCE

Dates	Employer	Location	Position title
Dates	Employer	Location	Position title

### V. EDUCATION

Schools Attended	Name & Location	Major/Minor	Degree / Diploma
<b>High School</b>			
<b>College/ University</b>			
<b>College/ University</b>			
<b>Non-degree additional graduate work</b>			

**VI. RELATED PROFESSIONAL EXPERIENCE & PROFESSIONAL ORGANIZATIONS**

Educational publications, committee chairmanships or memberships, innovations, elected positions held, community service, etc.

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**VII. HONORS AND DISTINCTIONS**

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**VIII. REFERENCES**

Give three references (include superintendents and others under whom you have worked, your most recent employer and others who have first-hand knowledge of your character, personality, scholarship and leadership ability).

Name	Position	Address	Phone

**IX. WRITING SAMPLE**

On a separate page, please respond to the following:

*Please describe a time when your leadership had a significant influence on members of your organization and its key stakeholders to achieve an important organizational goal.*

Please limit your response to one page but provide as many specific details as possible.

**X. PERSONAL INFORMATION**

Have you ever been convicted of a felony, misdemeanor, or any offense other than a minor traffic violation?

YES

NO

(If yes, please attach an explanation on a separate sheet.)

I affirm that my answers to the questions in this application are true and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation will be cause for immediate discharge. Furthermore, I voluntarily give the Guilderland Central School District the right to inquire about my past employment and all statements contained in this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*The Guilderland Central School District does not discriminate on the basis of age, race, color, religion, creed, handicapping conditions, marital status, veteran status, national origin, gender or sexual orientation in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made. Inquiries concerning this policy should be referred to: Title IX Officer, Guilderland Central School District, 8 School Road, P.O. Box 18, Guilderland Center, NY, 12085-0018.*

**Application deadline: April, 2019**

Thank you for your interest in the Guilderland Central School District.