



# 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)

## Director for Health, Physical Education and Athletics

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

Return your application, resumé, letter of interest, copy of your New York State certification(s), academic transcripts and/or career placement folder to: Dr. Marie Wiles, Superintendent of Schools, Guilderland Central School District, 8 School Road, P.O. Box 18, Guilderland Center, NY 12085-0018 **by April 3, 2020.**

### 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/Organization

Address

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

### II. CERTIFICATE/TITLE INFORMATION

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

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

Civil Service Title(s) \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

### III. PROFESSIONAL EXPERIENCE

List most recent first.

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Yrs.: From/To                      School/Organization Name & Address                      Position title

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Yrs.: From/To                      School/Organization Name & Address                      Position title

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Yrs.: From/To                      School/Organization Name & Address                      Position title

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Yrs.: From/To                      School/Organization Name & Address                      Position title

### IV. OTHER WORK EXPERIENCE

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Dates                      Employer                      Location                      Position title

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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 you provided leadership in resolving a difficult personnel issue. Describe the issue, your role in resolving the matter and what you learned from the experience.*

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 an individual's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression) or any other basis prohibited by New York State and/or federal non-discrimination laws in its educational programs or employment. 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 3, 2020**

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