

Starting Point Services for Children

1575 McDonald Avenue

Brooklyn, NY 11230

APPLICATION FOR EMPLOYMENT

Please print or type.

1. _____ DOB: _____
LAST NAME FIRST NAME MI M M D D Y Y

Other Names by Which You Have Been Known:

LAST NAME FIRST NAME MI D.O.E. FILE NUMBER (OPTIONAL)

STREET ADDRESS APT # E-MAIL ADDRESS SOCIAL SECURITY NUMBER

CITY STATE ZIP CODE TELEPHONE NUMBER

2. **Citizenship Status:** Are you a U.S. citizen? ___ YES ___ NO
If no, are you a permanent resident alien? ___ YES ___ NO Enter alien registration #: _____
If no, are you permitted to work in the U.S.? ___ YES ___ NO (If yes, attach copy of work authorization)

3. Employment Desired

POSITION DATE YOU CAN START SALARY DESIRED

Are you currently employed? ___ YES ___ NO Ever applied to this company before? ___ YES ___ NO
If so, may we inquire of your present employer? ___ YES ___ NO If yes, when did you last apply? _____

4. Please indicate below the full name and address of the colleges/universities from which you received a B.A., M.A. or Doctorate (if applicable).

Bachelor's Degree

Master's Degree / Doctorate

College / University _____ College / University _____

4a. Educational Preparation: List the colleges/universities attended, beginning with the most recent.

College / University (Include City and State)	Name Used While Attending or Graduation	Attendace (MM/YY)	Did You Graduate?	Degrees & Dates Granted (MM/YY)
			___ YES	
College/University Name		From		Degree
City, State		To	___ NO	Date Granted
			___ YES	
College/University Name		From		Degree
City, State		To	___ NO	Date Granted
			___ YES	
College/University Name		From		Degree
City, State		To	___ NO	Date Granted
			___ YES	
College/University Name		From		Degree
City, State		To	___ NO	Date Granted

INITIAL HERE: _____

4b. List the grammar school, high school, and any trade, business or correspondence school attended.

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

5. Subjects of Special Study / Research Work or Special Training / Skills

6. Current and Prior Teaching Experience: Include all paid teaching service in a day school, Pre-K through Grade 12.

_____ No Prior Experience

Employer Information	Subjects / Grades Taught	Dates of Service	Days / Week	Weeks / Year
Name of School: _____		From: _____		
Head of School: _____		To: _____		
Street Address: _____				
City, State, Zip: _____				
Telephone: _____				
Name of School: _____		From: _____		
Head of School: _____		To: _____		
Street Address: _____				
City, State, Zip: _____				
Telephone: _____				
Name of School: _____		From: _____		
Head of School: _____		To: _____		
Street Address: _____				
City, State, Zip: _____				
Telephone: _____				

7. Are you retired from a New York City or New York State agency, a school district within New York State, or the New York City Department of Education?

_____ NO _____ YES If yes, please specify: _____

LOCATION

DATE

8. Veteran Status:

Active Duty Dates From _____ to _____ Type of Discharge: _____

(A dishonorable discharge is not an absolute bar to employment; other factors will affect the final decision)

INITIAL HERE: _____

9. Non-Teaching Experience: List all prior non-teaching employment, whatever its nature, beginning with the most recent. (If necessary, please attach a separate sheet of paper delineating this experience using the same format as below. Include your name and social security number on all attached pages) If you have no prior employment, or period of unemployment, please indicate.

_____ **No Prior Experience**

Employer Information	Salary Step	Exact Title in Which Employed	Dates of Service	Days / Week	Weeks / Year
Name of Business: _____ Name of Supervisor: _____ Street Address: _____ City, State, Zip: _____ Telephone: _____			From: _____ To: _____		
Name of Business: _____ Name of Supervisor: _____ Street Address: _____ City, State, Zip: _____ Telephone: _____			From: _____ To: _____		
Name of Business: _____ Name of Supervisor: _____ Street Address: _____ City, State, Zip: _____ Telephone: _____			From: _____ To: _____		

10. Personal References

a. _____
LAST NAME FIRST NAME MI

STREET ADDRESS HOME TELEPHONE

CITY STATE ZIP CODE WORK TELEPHONE
Relation to Applicant: _____

b. _____
LAST NAME FIRST NAME MI

STREET ADDRESS HOME TELEPHONE

CITY STATE ZIP CODE WORK TELEPHONE
Relation to Applicant: _____

c. _____
LAST NAME FIRST NAME MI

STREET ADDRESS HOME TELEPHONE

CITY STATE ZIP CODE WORK TELEPHONE
Relation to Applicant: _____

INITIAL HERE: _____

11. Answer YES or NO to Questions 1 - 13. If you answer is "YES" to any question, please explain on a separate sheet (confidential).

Every Question Below Must Be Answered		YES	NO
1	Have you ever been convicted of, or pled "Guilty" or pled "No Contest" to any offense in this state or elsewhere? (i.e. felonies, misdemeanors, and violations.)		
2	Are any criminal charges currently pending against you in this state or elsewhere?		
3	Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?		
4	Has a Family Court ever rendered a finding indicating you have abused or neglected a child? If so, on a separate sheet explain the date and nature of the finding, which court, and the name of the judge.		
5	Have you ever had any professional certificate or license denied, revoked, or suspended?		
6	Have you ever been discharged or required to resign from any position for reasons other than layoff due to reduction in the workforce?		
7a	Have disciplinary charges ever been preferred against you by an employer?		
7b	Were you found guilty of the charges?		
8	Have you ever resigned as an alternative to facing charges or dismissal?		
9	Have you ever been disqualified for employment in any civil service position?		
10	Have you ever had a teaching license or certificate denied, revoked, or suspended by the NYC Department of Education or other school districts because of unsatisfactory service or criminal record?		
11	Have you ever received an unsatisfactory rating in conjunction with any pedagogical employment?		
12	Have you ever been discontinued from probationary service or denied tenure as a pedagogue?		
13	Did you ever receive a discharge from military service that was issued under other than honorable circumstances?		

12. Attestation

- 12a** I have read the eligibility requirements for the position for which I am filing this application. To the best of my knowledge and belief, I now meet, or shall meet, the requirements by the appropriate start date.
- 12b** I understand that if any information or documentation provided as part of this application is found to be fraudulent, forged, or altered, it will result in a denial of my application for employment. Additionally it may subject me to disciplinary action and/or dismissal if I am already employed. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed, I am employed and I have received additional money as a result, I will agree to return, upon demand, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I am no longer employed.
- 12c** I hereby certify that my statements contained herein and in any explanatory enclosures are, to the best of my knowledge and belief, true and correct. I understand that any omission and/or misstatement of material facts may cause denial of the application for employment or invalidation thereof, or may result in termination or other disciplinary action, may be incorporated in my record in connection with any future application and may be referred for prosecution to the office of the District Attorney.
- 12d** I understand that I must be fingerprinted and cleared by the New York City Department of Education, the New York State Department of Criminal Justice Services, and the New York City Department of Investigation, and be cleared by the NYS Central Registry for Child Abuse and Maltreatment. I further understand that, if the results of my fingerprint/background check are not approved, I am not employable, or if I am employed, I may be terminated.

Warning: According to law, a person knowingly making a false written statement on an application in order to obtain employment is guilty of a Class E felony.

It is the policy of Starting Point Services for Children not to discriminate and/or retaliate on the basis of race, color, creed, religion, national origin, age, disability, marital status, alienage/citizenship, sexual orientation, gender or prior record of arrest in its educational programs, activities, and employment policies, and maintains an environment free of sexual harassment, as required by law. Inquiries regarding compliance with appropriate laws may be directed to the Executive Director, 1575 McDonald Avenue, Brooklyn, New York, 11230. Telephone 718 375-8885

Signature of Applicant: _____

Date: _____