



Union-Endicott

CENTRAL SCHOOL DISTRICT

SUBSTITUTE ADMINISTRATOR APPLICATION

APPLICATIONS MAY BE: E-mailed, Delivered or Mailed to: to JKazmark@uek12.org
Jennifer Kazmark, Assistant Superintendent of Personnel & Secondary Education
1100 E. Main Street, Endicott, NY 13760

Personal Information

Last Name:	First:	Middle:

Current Mailing Address: (Complete Address)

Primary Phone Number:		Social Security Number:	
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E-mail Address

Have you worked for Union-Endicott School District previously? Yes No Year: _____

Please explain under what circumstance you left the district:

Are you able to perform the essential functions of a Substitute Administrator with or without reasonable accommodations? Yes No

Are you either a US Citizen or an alien who has the legal right to remain and work in the USA? Yes No

(You will be required to furnish proof of lawful work status if you are extended a job offer.)

Have you ever been convicted of a crime? Yes No

If yes, please describe fully the criminal convictions, listing the nature of the offense, your age at the time of the conviction, and your rehabilitation since the convictions. *A conviction record may not necessarily be a bar to employment.*

REFERENCES: List 2 work related references (Include a separate Letter of Recommendation)		
<i>Name</i>	<i>Email</i>	<i>Phone Number</i>
1.		
<u>School District:</u>		
2.		
<u>School District</u>		

NYSED Certification(s)

Name Certificate Issued Under (If different) :			
NYSED Fingerprints on file	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Educational Background

Name and Location of School	Nature of Studies	Degree	Year of Completion
College			
Name and Location of School	Nature of Studies	Degree	Year of Completion
Masters			
Name and Location of School	Nature of Studies	Degree	Year of Completion
Doctorate			
Distinctions and Honors:			

Administrative Experiences – **List 10 years of experiences please include resume**

1. Most recent Experience:						
Name and Address		From		To		Total Years
		Mo.	Yr.	Mo.	Yr.	
Supervisor's Name and Title		Phone Number		Reason for Leaving		
Specific title and duties of position (i.e., grade level, subject, etc.)						
2. Most recent Experience:						
Name and Address		From		To		Total Years
		Mo.	Yr.	Mo.	Yr.	
Supervisor's Name and Title		Phone Number		Reason for Leaving		
Specific title and duties of position (i.e., grade level, subject, etc.)						

Applicant’s Statement

I understand that my employment will be on a probationary (or per diem) basis until notified otherwise and that my employment maybe terminated with or without cause at any time, at either my option or that of the school district during my probationary period, and upon such notice as the law may require. I understand that during the term of probationary service, my employment is “at will”. I understand that only the Board of Education of the Union-Endicott Central School District is authorized to offer me employment and I understand that no school district representative has any authority to enter into an agreement to the contrary.

After a tentative offer of employment has been made, if requested by the school district, I agree to take a job-related medical examination at no expense to me and authorize the examining physician to disclose the findings to the school district.

I further understand that any offer of employment is conditioned upon receipt of satisfactory references, finger printing, and satisfactory completion of such a job-related medical examination with approval by the Union-Endicott Central School District Board of Education.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed, I will abide by the school district’s rules and regulations which I understand are subject to change by the Union-Endicott Central School District at any time.

Applicant’s Signature

Date

Note: Applications will be kept on file for one year. Current vacancies and information are posted in all U-E District buildings and on our website at uek12.org.

The U-E Central School District does not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by law, and is in compliance with Title IX of the Education Amendment of 1972 and with Section 504 of the Rehabilitation Act of 1973.

The compliance officers for the Title IX are the Assistant Superintendents and the compliance officer for Section 504 is the Director of Pupil Services. The compliance officers are available during normal business hours at the district administrative offices located at 1100 E Main Street, Endicott, NY 13760.