



716-833-5967 (phone) 404 Edison Ave. 716-833-5985 (fax)  
Buffalo, NY 14215

COMMUNITY Charter School does not discriminate on the basis of age, race, creed, color, national origin, sex, disability, marital status, or handicapping condition.

**EQUAL OPPORTUNITY EMPLOYER**

**POSITION BEING APPLIED FOR:**

Elementary      Grade level: \_\_\_\_\_ Subject: \_\_\_\_\_  
 Middle School      Grade level: \_\_\_\_\_ Subject: \_\_\_\_\_  
 Teacher Aide      Grade level: \_\_\_\_\_  
 Position Area \_\_\_\_\_

**PERSONAL INFORMATION:**

NAME \_\_\_\_\_  
Last First M.I.

ADDRESS \_\_\_\_\_  
No. & Street City State Zip Code

PHONE \_\_\_\_\_ E-mail \_\_\_\_\_  
Permanent Cell/Other

Social Security Number: \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Are you a United States Citizen? Yes    No

Have you ever been convicted of a crime or are any criminal charges pending against you?  
 (if yes, please explain on a separate sheet) Yes    No

Have you been fingerprinted through NYSED? Yes    No

Do you have any physical/mental condition which may impair your ability to perform the  
 functions of the job with/without a reason able accommodation? Yes    No

Have you ever left a position involuntarily or asked to resign from employment?  
 (if yes, please explain on a separate sheet) Yes    No

**MILITARY SERVICE:**

Dates: \_\_\_\_\_ Branch: \_\_\_\_\_

\_\_\_\_\_ (if other than honorable, please explain on a separate sheet)  
 Type of Discharge

**CERTIFICATION:**

I hold NYS Teaching/Administrative Certificates and/or other Professional Licenses:

Area \_\_\_\_\_ Date Issued \_\_\_\_\_ Number \_\_\_\_\_ Permanent or Provisional

Area \_\_\_\_\_ Date Issued \_\_\_\_\_ Number \_\_\_\_\_ Permanent or Provisional

Member of the New York State Retirement System? Yes No If yes, number \_\_\_\_\_

**EDUCATIONAL PREPARATION**

Name and Location	Major/Minor	Dates	Diploma
High School			
Undergraduate School			
Graduate School			
Other			

**STUDENT TEACHING EXPERIENCE**

SCHOOL	ADDRESS/ZIP CODE	SUPERVISOR	PHONE/DATES	GRADES TAUGHT

**TEACHING EXPERIENCE / WORK EXPERIENCE**

SCHOOL/EMPLOYER	ADDRESS/ZIP CODE	SUPERVISOR	PHONE/DATES	GRADES/REASON LEFT

May we contact your previous supervisors for a reference? Yes No (if no indicate which with - No)

**REFERENCES**

Give the name of three references that have closely observed your work as a teacher, employee, or student and are willing to be contacted for an honest appraisal. References by present and former superintendents, principals and other supervisors are preferred.

Name			
Title			
Address			
Phone			

**PERSONAL STATEMENT**

In your own handwriting, use this space to include information that you believe would enhance your candidacy.

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal and professional references, personal and professional information and without limitations hereby releases the school district and reference sources from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or false statement made by me on this application and any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with COMMUNITY Charter School.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Your application is not complete until we have received all of the following

**Date Received**

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Copy of Certification
- \_\_\_\_\_ Transcripts/Placement Folder
- \_\_\_\_\_ Letters of Recommendations (at least three)  
(including college/supervising teachers)

Send all documents to:  
COMMUNITY Charter School  
404 Edison Avenue  
Buffalo, New York 14215  
Attn: Human Resources