

# **EMPLOYEE APPLICATION**

## **MENTOR TUTOR PROGRAM IN NON-PUBLIC SCHOOLS**

**EAST RAMAPO CENTRAL SCHOOL DISTRICT  
Office of Funded Programs  
105 South Madison Avenue  
Spring Valley, NY 10977  
(845) 577-6031**

### ***Application of***

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| <i>LAST NAME</i> | <i>FIRST NAME</i> | <i>MIDDLE NAME</i> | <i>DATE OF APPLICATION</i> |
|------------------|-------------------|--------------------|----------------------------|
|------------------|-------------------|--------------------|----------------------------|

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***For Position of ( Title I \_\_\_\_ or Title III \_\_\_\_ )***

Mentor Tutor ( ) \_\_\_\_\_ Director ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_  
(Specify)

For which Non-Public School are you applying? \_\_\_\_\_

For each, indicate: Phone # of School: ( ) \_\_\_\_\_

Referring School Administrator: \_\_\_\_\_

Applicant Address \_\_\_\_\_

Town, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # 1 ( ) \_\_\_\_\_ Telephone # 2 ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

#### ***Equal Opportunity Employer***

The East Ramapo Central School District operates all programs in compliance with federal and state law, which prohibit discrimination because of race, color, religion, sex, age, national origin, handicap, marital and veteran status.

1. Have you filed an application or been employed here before? Yes ☐ No ☐

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

2. Are you 18 years of age or older? Yes ☐ No ☐

3. Are you a citizen of the United States? Yes ☐ No ☐

If not, are you a legal alien who possesses an Alien Registration Card? Yes ☐ No ☐

If yes, do you plan to apply, or have you already applied, to become a citizen of the United States?

Yes ☐ No ☐

4. Have you ever been convicted of a crime? Yes ☐ No ☐ If so, please explain: \_\_\_\_\_

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(Conviction of a crime will not necessarily preclude your employment in East Ramapo)

5. Have you ever had a teaching or teaching assistant certificate revoked? Yes ☐ No ☐  
If yes, please explain the reasons for revocation on a separate sheet of paper.

6. Have you ever been the subject of a 3020-a and/or a part 83 proceeding under the Education Law?  
Yes ☐ No ☐ If yes, state the result of the proceeding: \_\_\_\_\_

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7. Were you ever suspended, dismissed, or denied tenure from any public employment?  
Yes ☐ No ☐ If so, please explain \_\_\_\_\_

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8. Have you ever served as a probationary teacher or teaching assistant in any school district where you did not receive and appointment to tenure? If so, please list the name(s) of each such school district.

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9. Certification: *Applicant must submit certification(s) with application.*

| Type of Certificate | Date | Subject Area | State Issued | Certificate Number |
|---------------------|------|--------------|--------------|--------------------|
|                     |      |              |              |                    |
|                     |      |              |              |                    |
|                     |      |              |              |                    |
|                     |      |              |              |                    |

10. Educational Background: *Applicant must submit proof of degree with application*

| Level         | Institution | Location | Diploma/Degree | Date Granted | Major/Minor |
|---------------|-------------|----------|----------------|--------------|-------------|
| High School   |             |          |                |              |             |
| College       |             |          |                |              |             |
| Advance Study |             |          |                |              |             |

If you have not completed a two-year degree, please indicate which of the following pre-requisites apply to you:

- 48 or more college credits ( Yes \_\_\_\_ or No\_\_\_\_)
- Passed all 5 sections of East Ramapo Para Professional Skills Assessment (Yes\_\_\_\_ or No\_\_\_\_)
  - Date passed: \_\_\_\_\_
- Passed NYS Test of Teaching Assistant Skills (Yes\_\_\_\_ or No\_\_\_\_)
  - Date passed: \_\_\_\_\_

11. Teaching/Teaching Assistant Experience:

| Position | School and Location | Grade or Subject | From | To | Full or Part Time | Total Years | Final Salary |
|----------|---------------------|------------------|------|----|-------------------|-------------|--------------|
|          |                     |                  |      |    |                   |             |              |
|          |                     |                  |      |    |                   |             |              |
|          |                     |                  |      |    |                   |             |              |

12. Other Related Experience with Children:

| Type of Experience | Employer | Position | Dates of Service |
|--------------------|----------|----------|------------------|
| Camp               |          |          |                  |
| Community          |          |          |                  |
| Other              |          |          |                  |

13. Is additional information relative to a change of name, use of an assumed name or nickname necessary to enable us to check on any aspect of this application? Yes ☐ No ☐

If yes, explain:

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14. References: (Please list at least three references who are not relatives)

| Full Name and Position | Complete Address | Telephone Number |
|------------------------|------------------|------------------|
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15. Why would you like to work in the East Ramapo Non-Public Mentor-Tutor Program?

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NOTE:      *Please return in person to:*  
Office of Funded Programs  
East Ramapo CSD  
105 S. Madison Avenue  
Spring Valley, NY 10977

I Certify that the answers given herein are true and complete to the best of my knowledge.

I authorize East Ramapo to make such investigations and inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the East Ramapo Central School District, all State and Federal laws, and all regulations and decisions of the New York State Board of Regents and the Commissioner of Education.

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Signature of Applicant

Date

