



SYRACUSE CITY SCHOOL DISTRICT  
Personnel Office • 725 Harrison Street • Syracuse, New York 13210

In order to ensure that your application is completed, the following must be submitted:

- Cover letter
- References (3)
- Resumé
- Transcript

## APPLICATION FOR EMPLOYMENT

# Certified Personnel

*This application becomes part of your record. Please print or type. All parts must be completed in full.*

### PERSONAL INFORMATION (please print or type)

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Last Name First Middle

Present Address \_\_\_\_\_  
Number and Street Apt. # City or Village State Zip Code

Telephone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Daytime Evening Cell

Former Name \_\_\_\_\_  
(for aid in identification of transcripts, employment records and references)

### PREVIOUS EMPLOYMENT

Have you ever been employed in the Syracuse City School District?  Yes  No If yes, fill out information below:

Position \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Dates employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you a U.S. Citizen?  Yes  No If no, have you filed Declaration of Intent?  Yes  No

If no, submit proof of employment eligibility: \_\_\_\_\_

### N.Y.S. RETIREMENT INFORMATION

Are you currently a retiree and receiving benefits from the New York State TRS or ERS System?

Yes  No If yes, list retirement date \_\_\_\_/\_\_\_\_/\_\_\_\_

If yes, you must apply for permission to teach, if you have not done so. Please attach a copy of the permission.

Active State Teachers' membership number \_\_\_\_\_ Date of Membership \_\_\_\_\_

Inactive or withdrawn membership number \_\_\_\_\_ Date Withdrawn \_\_\_\_\_

Active State Employees' membership number \_\_\_\_\_ Date of Membership \_\_\_\_\_

Inactive or withdrawn membership number \_\_\_\_\_ Date Withdrawn \_\_\_\_\_

The Syracuse City School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to age, gender, race, color, religion, marital status, sexual preference, national origin or disability. Questions regarding this policy may be referred to the building principal or Title IX and District 504 Compliance Officer at (315) 435-4212.

LAST

FIRST

MIDDLE

Please check the position(s) in which you are interested:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administrator (specify area/level: Districtwide, elementary, middle, high) _____ |  |   |
| <input type="checkbox"/> Teacher *  | <input type="checkbox"/> Certified Teacher/Substitute<br>(Teacher Certified Bldg.-Perm.) | <input type="checkbox"/> Daily Teacher Substitute ***<br>(Bachelor's degree required) |
| <input type="checkbox"/> Teaching Assistant **  | <input type="checkbox"/> Substitute for Teaching Assistant                               | <input type="checkbox"/> Social Worker  |
| <input type="checkbox"/> Guidance Counselor   | <input type="checkbox"/> School Psychologist   |   |
| <input type="checkbox"/> Library Media Specialist   | <input type="checkbox"/> Speech/Language Pathologist                                     |   |

**\* TEACHER ONLY: CERTIFIED POSITION AREA**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Adult Education      | <input type="checkbox"/> ESL (TSESOL)               | <input type="checkbox"/> Math                    | <input type="checkbox"/> Social Studies                         |
| <input type="checkbox"/> Alternative Programs | <input type="checkbox"/> Health                     | <input type="checkbox"/> Music                   | <input type="checkbox"/> Special Education (specify) _____      |
| <input type="checkbox"/> Art                  | <input type="checkbox"/> Home & Career Skills       | <input type="checkbox"/> Physical Education      |   |
| <input type="checkbox"/> Business             | <input type="checkbox"/> Homebound (part-time only) | <input type="checkbox"/> Reading                 | <input type="checkbox"/> Technology                             |
| <input type="checkbox"/> Elementary           | <input type="checkbox"/> Language (specify) _____   | <input type="checkbox"/> Science (specify) _____ | <input type="checkbox"/> Other (i.e. Daily Sub., specify) _____ |
| <input type="checkbox"/> English              |   |  |   |

**JOB PREFERENCE:** I would be interested in:  Full-time Position  Part-time Position

Please rank your teaching preference: \_\_\_\_\_ Early Childhood (N-1) \_\_\_\_\_ Middle School  
(#1 being first choice) \_\_\_\_\_ Primary (2-3) \_\_\_\_\_ High School  
\_\_\_\_\_ Intermediate

\*\*\* To apply for a Daily Teacher Substitute position, a copy of all transcripts must be included with your application.

- Have you:  Attached a copy of each certification to this application ?  
 Completed the enclosed Application Supplement ?  
 Included with your application a copy of all transcripts ?  
*Note: Official transcript is required prior to being hired.*

**\*\* TEACHING ASSISTANT POSITION DESIRED**

**COMPLETE SHADED PORTION OF APPLICATION**

*(Teaching Assistant Certification required)*

*Please indicate by making a check mark by the areas in which you are or feel you are qualified to work:*

Elementary

- Pre-Kindergarten/Adjusted K  
 Early Childhood (K-3)  
 Intermediate (4-6)  
 Resource/Special Education  
 Other (specify) \_\_\_\_\_

Secondary

- Math  
 Science  
 Social Studies  
 English  
 Foreign Language

- ESL  
 Library/Media  
 Resource/Special Education  
 Reading  
 Other (specify) \_\_\_\_\_

Date Available \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you employed now?  Yes  No

If yes, may we inquire of your present employer?  Yes  No

**TEACHING ASSISTANT APPLICANTS**

A. Do you hold a valid New York State Teaching Assistant Certificate?  Yes  No

If you do NOT hold a valid New York State Teaching Assistant Certificate, have you applied for one?  Yes  No  
*If yes, attach a copy of the certificate. If no, application must be made immediately.*

Do you have a letter of deficiencies from the State Education Department?  Yes  No  
*(If yes, include a copy with this application.)*

Are you eligible for other certificates not presently held?  Yes  No  
 List \_\_\_\_\_

Have you previously received tensure in N.Y.S.?  Yes  No

List all New York State Teaching Assistant Certificates you hold *(a copy of each certification must be attached to this application)*

Type	Subject/Field	Number	Effective Date	Expiration Date

**EDUCATION AND EXPERIENCE**

Institution	City, State	Degree	Credit Hours	Dates		Years Spent
				From	To	
High School						
College*						
Graduate*						
Trade/Business/ Correspondence						

Undergraduate Major \_\_\_\_\_ Undergraduate Minor \_\_\_\_\_ Graduate Major \_\_\_\_\_

\* Applicant must request Institution to send an Official Transcript to the Personnel Office, if hired.

**FULL-TIME WORK EXPERIENCE, INCLUDING TEACHING RELATED WORK**

*(List your present, or most recent, position first and work back.)*

School or Business	City, State	Duties or Grade Level	Dates		Total Years
			From	To	

Have you ever been dismissed or asked to resign?  Yes  No (If yes, please explain)

TEACHING ASSISTANT APPLICANTS

U.S. MILITARY SERVICE

Branch	Dates of Active Duty	Type of Discharge (attach copy)

Extracurricular activities in high school and/or college \_\_\_\_\_

Extracurricular activities you could conduct. Underline those in which you are expert and could assume lead responsibility

Special talents you have (e.g., musical instruments played, artistic ability, dramatics, etc.) \_\_\_\_\_

Do you speak any foreign languages fluently?  Yes  No      Read?  Yes  No      Write?  Yes  No

If yes, specify language(s) \_\_\_\_\_

List the professional organization(s) of which you are a member \_\_\_\_\_

**TEACHER APPLICANTS: Complete A and B**

**STATE CERTIFICATION**

A. List all New York State Certificates you hold: A copy of each certification must be attached to this application.

Type	Subject/Field	Number	Effective Date	Expiration Date

B. Do you hold a valid New York State Certificate?  Yes  No

If you do NOT hold a valid New York State Certificate, have you applied for one?  Yes  No

*If yes, attach a copy of the certificate. If no, application must be made immediately.*

Do you have a letter of deficiencies from the State Education Department?  Yes  No

*(If yes, include a copy with this application.)*

Are you eligible for other certificates not presently held?  Yes  No

List \_\_\_\_\_

Have you previously received tenure in N.Y.S.?  Yes  No

**EDUCATION**

Institution	City, State	Degree/Credit Hrs.
High School		
College or University * <i>(undergraduate)</i>		
Graduate Work *		

Undergraduate Major \_\_\_\_\_ Undergraduate Minor \_\_\_\_\_ Graduate Major \_\_\_\_\_

*\* Applicant must request Institution to send an Official Transcript to the Personnel Office, if hired.*

**STUDENT TEACHING**

College or University	School in which practice teaching was done	Grade or Subject	From - To	No. Weeks	Paid or Unpaid

**RELATED FULL-TIME WORK EXPERIENCE**

Grade/Subject Name of Company	City, State	Grade/Subject or Duties	From - To	Total Years

Have you ever been dismissed or asked to resign?  Yes  No (If yes, please explain) \_\_\_\_\_

**U.S. MILITARY SERVICE**

Branch	Dates of Active Duty	Type of Discharge (attach copy)

**MEDICAL** — Upon employment, each employee must satisfactorily pass a medical examination. This may be given by the Director of Health Services at no charge to the employee, or it may be done by the employee's own physician, at the employee's expense. Forms are available through the Health Office.



Please note that effective June 1, 2009, the Syracuse City School District requires pre-employment drug testing on all new hires, in conjunction with its Pre-Employment Drug Testing Policy. All drug testing is required prior to employment, and the test must be completed by reporting to the office of Health Services within twenty-four (24) hours of the offer of employment.

Fingerprinting/criminal background check — if you are offered a position, you will be required to submit to a fingerprint supported criminal background check prior to commencing employment (*see separate insert of application*).

### RECORD OF CONVICTIONS

Have you ever been convicted of a crime?  Yes  No (If yes, please provide dates and details)

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### TEACHER AND TEACHING ASSISTANT REFERENCES

Applicants must furnish a minimum of three professional references or an up-to-date college placement folder containing at least three confidential references that are current (within two years). It is the applicant's responsibility to request the placement folder be sent directly to the Personnel Office. Applicants who do not have a placement folder must mail the enclosed reference forms to the persons listed below. Completed forms must be mailed directly to the Personnel Office. Experienced teachers must include the name of at least one administrator/supervisor under whom they have worked.

A. Placement folder requested from \_\_\_\_\_

or

B. Professional references requested from persons listed:

	<i>Name and Title</i>	<i>Present Address</i>	<i>Phone</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

### STATEMENT OF UNDERSTANDINGS FOR ALL CERTIFIED APPLICANTS

I hereby declare that all previous obligations with employing school districts have been met and that I am not seeking this position with the intent of resigning from a previous commitment in which I have not served.

I authorize the Syracuse City School District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency to give the Syracuse City School District any information they may have regarding me. In consideration of the Syracuse City School District's review of this application, I release the Syracuse City School District and all parties who provide information pursuant to this authorization from any liability as a result of furnishing and receiving said information. I affirm that the statements made in this application are true to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for is cause for dismissal.

I realize that all new certified hires will be required to attend a mandatory pre-service orientation program prior to, but not limited to, the opening of school.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant*

### TEACHER AND TEACHING ASSISTANT APPLICANTS: *BIOGRAPHICAL SKETCH INSTRUCTIONS*

In YOUR OWN HANDWRITING, please write a brief biographical sketch tracing your high school, college, and professional careers. Include information which you feel is pertinent and which would assist us in evaluating your credentials. Please limit your remarks to the front side of two 8 1/2" x 11" sheets of plain white pages of paper. Do not include information which is indicative of race, creed, color, gender, age, marital status or national origin.

Use additional pages, if necessary. Please use plain white 8 1/2" x 11" paper. Write on only one side of each page. This will provide opportunity to expand on any questions already asked and to add information not covered.



# SYRACUSE CITY SCHOOL DISTRICT

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The following information is voluntary and will be maintained confidentially.  
This information will not be released to any employing agency.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Position applying for: \_\_\_\_\_

- Male                       Female
- White / Non-Hispanic       Black                       Hispanic
- Asian / Pacific Islander       Native American / Alaskan

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### RECRUITING INFORMATION

*How did you learn about this position?*

- College / University
- Newspaper / Radio / Television
- Website
- Other \_\_\_\_\_

THE SYRACUSE CITY SCHOOL DISTRICT HEREBY ADVISES STUDENTS, PARENTS, EMPLOYEES, AND THE GENERAL PUBLIC THAT IT OFFERS EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES, INCLUDING VOCATIONAL EDUCATION OPPORTUNITIES, WITHOUT REGARD TO AGE, GENDER, RACE, COLOR, RELIGION, MARITAL STATUS, SEXUAL PREFERENCE, NATIONAL ORIGIN OR DISABILITY. QUESTIONS REGARDING THIS POLICY MAY BE REFERRED TO THE BUILDING PRINCIPAL OR TITLE IX AND DISTRICT 504 COMPLIANCE OFFICER AT (315) 435-4212.



# FINGERPRINTING AND BACKGROUND PROCEDURES & INSTRUCTION

When offered a position, the following Procedures and Instructions would apply:

## Procedures

- Step 1:* See instructions below under New York State Fingerprinting: Paying Online.
- Step 2:* Complete steps below (print receipt and click "DONE").
- Step 3:* Call (315) 435-4527 to schedule an appointment. ID is required at time of appointment. Appointments are scheduled on the hour (8:00 a.m., 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 Noon, 1:00 p.m., 2:00 p.m., 3:00 p.m.). Fingerprinting time is based on the individual's fingerprint. It can take 5 minutes or hour(s).
- Step 4:* Fill out a form for Background Check (if applicable).
- Step 5:* It takes approximately one week to receive clearance for background and two weeks for fingerprinting clearance.
- Step 6:* Clearance results are entered in the AS-400 system and copied to Personnel.

## Instructions

### New York State Fingerprinting: Paying Online

1. Log on to the website: [www.highered.nysed.gov](http://www.highered.nysed.gov)
2. Click on the "Office of Teaching Initiatives" heading
3. Click on "**Logging into TEACH**" below the box "**TEACH Online Services**"
4. Click on "**Self-Register**" to create a TEACH account
5. Follow the prompts, clicking the **Continue** arrow.
6. Once you are self-registered and have **created an account**, the option to pay online for fingerprinting will appear (\$94.25).
7. **You will need either a credit or debit card** to complete this function. Once you have completed all of the above, your name will automatically be populated into the LIVESCAN digital imaging database for fingerprinting.
8. **Once all of this is completed, contact the Department of Security and Safety at (315) 435-4527 to schedule an appointment to be fingerprinted. ID requested at appointment.**

CITY SCHOOL DISTRICT  
Syracuse, New York

Distribution:  
Total Staff:

ADMINISTRATIVE BULLETIN NO. 43  
February 28, 1983

**CODE OF ETHICS**

The Board of Education of the Syracuse City School District took official action at its regular meeting on February 8, 1983, to conform the following CODE OF ETHICS as originally adopted on December 15, 1970, in accordance with State law, to cover all officers and employees of the City School District.

**CODE OF ETHICS**

Be it enacted by the Board of Education of the city of Syracuse School District as follows:

**Section**

1. Pursuant to the provisions of section eight hundred six of the general municipal law, the Board of Education of Syracuse, New York, recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Syracuse, New York, School District. These rules shall serve as a guide for official conduct of the officers and employees of the District. The rules of ethical conduct of this resolution as adopted shall not conflict with, but shall be in addition to, any prohibition of article eighteen of the general municipal law or any other general or special law relating to ethical conduct and interest in contract of municipal officers and employees.

**2. DEFINITION**

- a. "Municipal officer or employee" means an officer or employee of the Syracuse, New York, City School District, whether paid or unpaid, including members of any administrative board, commission, or other agency thereof.
- b. "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

**3. STANDARDS OF CONDUCT**

Every officer or employee of the School District shall be subject to and abide by the following standards of conduct:

- a. *Gifts* – He shall not, directly or indirectly, solicit any gift; or accept or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing, or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.
- b. *Confidential information* – He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- c. *Representative before one's own agency* – He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member, or employee, or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer, or employee.

(contd.)

- d. Representation before any agency for a contingent fee – He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon reasonable value of the services rendered.
  - e. Disclosure of interest in legislation – To the extent that he knows thereof, a member of the Board of Education and any officer or employee of the School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any matters before the Board of Education, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such matters.
  - f. Investment in conflict with official duties – He shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction, which creates a conflict with his official duties.
  - g. Private employment – He shall not engage in, solicit, negotiate for, or promise to accept, private employment, or render services for private interests when such employment or service creates a conflict with, or impairs, the proper discharge of his official duties.
  - h. Future employment – He shall not alter the termination of service or employment with such School District, appear before such Board of Education or agency of the School District in relation to any case, proceeding, or application in which he personally participated during the period of his service or employment or which was under his active consideration.
4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand, or suit against the School District, or any agency thereof, on behalf of himself or any member of this family, arising out of any personal injury or property damage, or for any lawful benefit authorized or permitted by law.

## **5. DISTRIBUTION AND POSTING OF CODE OF ETHICS**

The Superintendent of Schools shall cause a copy of this code of ethics to be distributed to every officer and employee of the School District, and to be posted conspicuously in each of the District's public buildings.

## **6. PENALTIES**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

# SYRACUSE CITY SCHOOL DISTRICT GENERAL INFORMATION FOR APPLICANTS

*(Read Carefully)*

- 1. APPLICATION FORM** — The application form must be completed accurately and fully. It is the applicant's responsibility to request the following:
  - Official Transcripts to be sent directly to the Personnel Office prior to being hired
  - Copies of Teaching Certificate(s) sent to the Personnel Office (if applicable)
  - Verification of previous employment sent to the Personnel Office
  - Placement folders and references sent directly to the Personnel Office by the issuing institution or individual reference

Until all documentation is provided, your status as a full-time employee cannot be finalized.

- 2. REVIEW OF APPLICATIONS & SCREENING** — All applications will be reviewed by the Personnel Officer. Upon the Personnel Officer's approval, the applicant will receive a screening interview. The names of candidates who pass the screening will be made available for any openings that occur. All candidates will be notified of the status of their application.
- 3. APPOINTMENTS** — Appointments of certificated personnel in the public schools are made by the Syracuse Board of Education on the recommendation of the Superintendent of Schools. All appointments are conditional based on the applicant meeting all District and New York State requirements and regulations. These requirements include certification, health exam, criminal background check, oath of allegiance, payroll information, social security number, transcripts, etc.

#### **4a. TYPES OF FULL-TIME APPOINTMENTS FOR CERTIFIED TEACHERS**

**Regular Substitute** — A full-time appointment to fill a position of a teacher on a leave of absence during a school year. Continuous service as a regular substitute will be credited as a probationary teacher, if appointed.

**Probationary** — A probationary appointment is made for all vacancies which result from resignations, retirements, terminations, or added positions.

- 4b. PROBATIONARY PERIOD** — New teachers are required to serve a three-year probationary period. Teachers who have previously received tenure in New York State are required to serve a two-year probationary period. At the end of the probationary period, with evidence of satisfactory service, a recommendation for tenure will be made, if appropriate.

- 4c. CERTIFICATION** — CERTIFICATION IS SOLELY THE APPLICANT'S RESPONSIBILITY. If the applicant does not hold a New York State Teaching Certificate issued by the Division of Teacher Education and Certification, immediate steps should be taken to secure the necessary certificate. Certification is required for employment as a full-time teacher with the Syracuse City School District. Information concerning certification may be obtained through our Personnel Office, or applicants may write directly to:

Division of Teacher Education and Certification  
New York State Education Department  
89 Washington Avenue  
Albany, New York 12234

- 4d. CREDIT FOR PRIOR EXPERIENCE** — Salary adjustments will only be made after receiving all your transcripts and verification of your prior full-time teaching experiences. The Personnel Office will request proof of your prior teaching employment. To speed the process along, you should be sure we know the name and full address of your former employer.

*(contd.)*

**5a. TYPES OF FULL-TIME APPOINTMENTS FOR TEACHING ASSISTANTS**

*Terminal Appointment* — A full-time appointment to fill a position of a teaching assistant on a leave of absence during a school year. Continuous service as a terminal teaching assistant will be credited as a probationary teaching assistant, if appointed.

*Probationary* — A probationary appointment is made for all vacancies which result from resignations, retirements, terminations, or added positions.

**5b. PROBATIONARY PERIOD** — New teaching assistants are required to serve a three-year probationary period. At the end of the probationary period, with evidence of satisfactory service, a recommendation for tenure will be made, if appropriate.

**5c. CERTIFICATION** — Prior to appointment as a teaching assistant, you will be required to complete an application for a Level 1 Teaching Assistant license from the State Education Department, for which there is a \$35 fee. Information on mandatory tests and classes is available from the Personnel Office.

**6. ASSIGNMENTS** — Appointments are made Districtwide, rather than for individual schools. Specific assignments to the schools are made by the Director of Personnel, under the advisement of the Directors of the Instructional Division.

**7. MEDICAL** — Before employment, each applicant must satisfactorily pass a medical examination. This may be given by the Director of Health Services at no charge to the applicant, or it may be done by the applicant's own physician, at the applicant's expense. Forms are available through the Health Office.

**8. FINGERPRINTING / BACKGROUND CHECK** — See separate insert of application.

**9. MILITARY SERVICE** — Salary increments may be granted for military service, provided your outside experience does not exceed the maximum step on which any applicant may be appointed. Discharge papers must be presented to the Personnel Office for review, whether or not salary credit is claimed.

**10. NEW IMMIGRATION LAW** — The Immigration Control and Reform Act of 1986 now states in order to be employed you must produce copies of the following:

- SOCIAL SECURITY CARD or BIRTH CERTIFICATE
- A STATE ISSUED DRIVER'S LICENSE or I.D. CARD with a photograph, or information, including name, gender, date of birth, height, weight, and color of eyes.

If you are unable to produce the above, you must make an appointment with a Personnel Administrator.

PERSONNEL DIVISION  
CITY SCHOOL DISTRICT  
Syracuse, New York

Prior to employment with the Syracuse City School District, all certificated staff members are required to comply with Section 3002 of The New York State Education Law. Following is a complete and verbatim copy of Section 3002:

**S3002. OATH TO SUPPORT FEDERAL AND STATE CONSTITUTIONS**

"It shall be unlawful for any citizen of the United States to serve as teacher, instructor or professor in any school or institution in the public school system of the state or in any school, college, university or other educational institution in this state, whose real property, in whole or in part, is exempt from taxation under section four of the tax law unless and until he or she shall have taken and subscribed the following oath or affirmation: *I do solemnly swear (or affirm) that I will support the constitution of the United States of America and the constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the position of . . . . . (title of position and name of school, college, university or institution to be here inserted), to which I am now assigned.*'

"The oath required by this section shall be administered by the president or other head of such school, college, university or institution, or by the officer or person, or in the case of a board or body by a member of the board or body, having authority to employ such person as a teacher, instructor or professor in any school or institution in the public school system of the state or in any school, college, university or institution. In lieu of the oath administered by an officer, person or member, an employee may comply with the requirements of this section by subscribing and filing the following statement: *I do hereby pledge and declare that I will support the constitution of the United States of America and the constitution of the State of New York, and that I will faithfully discharge the duties of the position of . . . . . according to the best of my ability.*' Such oath or statement shall be filed with the clerk of a school district or with such officer or employee of any such college, university or other educational institution that shall be designated for such purpose. Such oaths or statements shall be available for public inspection and for transmittal to the commissioner of education upon his request. It shall be unlawful for an officer, person or board having control of the employment, dismissal or suspension of teachers, instructors or professors in such a school, college, university or institution, to permit a person to serve in any such capacity therein in violation of the provisions of this section. This section shall not be construed to require a person to take such oath or to execute such statement more than once during the time he or she is employed in the same school, college, university or institution, though there be a change in the title or duties of the position.

"The provisions of section sixty-two of the civil service law shall not apply to a person who is required to take the oath or execute the statement prescribed by this section.

"L.1947, c.820; amended L.1967, c485; L.1969-c.194, eff. April 25, 1969."

from McKinney's "Consolidated  
Laws of New York – Annotated  
Book 16, Education Law"

CITY SCHOOL DISTRICT  
Syracuse, New York

**CERTIFIED POSITION REFERENCE FORM #1 OF 3**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Dear Sir/Madam:

The above applicant has applied for a position in our school system.

This person has given your name as one acquainted with his/her experience and/or qualifications. Will you please assist us in our decision by writing a statement in which you discuss this candidate's

- |                                       |  |
|---------------------------------------|--|
| a) integrity                          | f) ability to deal with people outside school                |
| b) cooperation                        | g) understanding of children and their needs                 |
| c) staff relationships                | h) ability to plan ahead (including long-range)              |
| d) adaptability                       | i) ability to communicate (in writing and verbally)          |
| e) ability to profit from supervision | j) general effectiveness on the job (ability to get results) |

If you are evaluating an inexperienced person, please give your best estimate of the candidate's potential. A checklist is provided on the back of this form for your optional use. Please do not include any information indicative of race, religion, color, gender, age, marital status, sexual preference, national origin, or disability.

In what relationship have you known the candidate? \_\_\_\_\_

Would you re-employ (or employ) this person?  Yes  No

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Print Name of Person Completing Reference

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
SIGNATURE

**CONFIDENTIAL: Do not return to applicant. Please mail this statement directly to:**

Personnel Department  
Syracuse City School District  
725 Harrison Street  
Syracuse, New York 13210

REFERENCE FORM #1 OF 3 — *continued*

Please rate the applicant in comparison with others of the same position whom you have known.

Superior	Excellent	Above Average	Average	Below Average	No Basis for Judgment
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native intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
breadth of general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to express oneself:						
orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
past performance as a leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
potential in this position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITY SCHOOL DISTRICT  
Syracuse, New York

**CERTIFIED POSITION REFERENCE FORM #2 OF 3**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Dear Sir/Madam:

The above applicant has applied for a position in our school system.

This person has given your name as one acquainted with his/her experience and/or qualifications. Will you please assist us in our decision by writing a statement in which you discuss this candidate's

- |                                       |  |
|---------------------------------------|--|
| a) integrity                          | f) ability to deal with people outside school                |
| b) cooperation                        | g) understanding of children and their needs                 |
| c) staff relationships                | h) ability to plan ahead (including long-range)              |
| d) adaptability                       | i) ability to communicate (in writing and verbally)          |
| e) ability to profit from supervision | j) general effectiveness on the job (ability to get results) |

If you are evaluating an inexperienced person, please give your best estimate of the candidate's potential. A checklist is provided on the back of this form for your optional use. Please do not include any information indicative of race, religion, color, gender, age, marital status, sexual preference, national origin, or disability.

In what relationship have you known the candidate? \_\_\_\_\_

Would you re-employ (or employ) this person?  Yes  No

_____ DATE	_____ Print Name of Person Completing Reference
_____ ADDRESS	_____ POSITION
	_____ SIGNATURE

**CONFIDENTIAL: Do not return to applicant. Please mail this statement directly to:**

Personnel Department  
Syracuse City School District  
725 Harrison Street  
Syracuse, New York 13210

REFERENCE FORM #2 OF 3 — *continued*

Please rate the applicant in comparison with others of the same position whom you have known.

Superior	Excellent	Above Average	Average	Below Average	No Basis for Judgment
----------	-----------	---------------	---------	---------------	-----------------------

native intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
breadth of general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to express oneself:						
orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
past performance as a leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
potential in this position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITY SCHOOL DISTRICT  
Syracuse, New York

**CERTIFIED POSITION REFERENCE FORM #3 OF 3**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Dear Sir/Madam:

The above applicant has applied for a position in our school system.

This person has given your name as one acquainted with his/her experience and/or qualifications. Will you please assist us in our decision by writing a statement in which you discuss this candidate's

- |                                       |  |
|---------------------------------------|--|
| a) integrity                          | f) ability to deal with people outside school                |
| b) cooperation                        | g) understanding of children and their needs                 |
| c) staff relationships                | h) ability to plan ahead (including long-range)              |
| d) adaptability                       | i) ability to communicate (in writing and verbally)          |
| e) ability to profit from supervision | j) general effectiveness on the job (ability to get results) |

If you are evaluating an inexperienced person, please give your best estimate of the candidate's potential. A checklist is provided on the back of this form for your optional use. Please do not include any information indicative of race, religion, color, gender, age, marital status, sexual preference, national origin, or disability.

In what relationship have you known the candidate? \_\_\_\_\_

Would you re-employ (or employ) this person?  Yes  No

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Print Name of Person Completing Reference

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
SIGNATURE

**CONFIDENTIAL: Do not return to applicant. Please mail this statement directly to:**

Personnel Department  
Syracuse City School District  
725 Harrison Street  
Syracuse, New York 13210

REFERENCE FORM #3 OF 3 — *continued*

Please rate the applicant in comparison with others of the same position whom you have known.

	Superior	Excellent	Above Average	Average	Below Average	No Basis for Judgment
native intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
breadth of general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to express oneself:						
orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
past performance as a leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
potential in this position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>