



Application for the position of Senior Executive Officer of Capital Region BOCES

GENERAL DIRECTIONS

Submit completed application form and materials requested below postmarked no later than **July 6, 2017** to: Rachel Yamin, Capital Region BOCES, 900 Watervliet-Shaker Road, Albany, New York 12205.

- A. Cover letter
- B. Resumé
- C. A copy of all certificates, including your NYS School District Leader (SDL) or School District Administrator (SDA) Certificate. Other credentials, including academic transcripts, will be requested later in the process.

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Home Phone _____ Cell Phone _____

E-mail _____

Home Address _____

Town/City _____ State _____ Zip _____

Present Position _____ Current Salary _____

Name of District or Organization _____ Enrollment _____

Employer Address _____

Town/City _____ State _____ Zip _____

Type of Certificates Held _____

EMPLOYMENT HISTORY

List all career experience in reverse chronological order beginning with your present position. Please include both school and non-school experience. Use an additional page if necessary.

Institution and Location	Position	Date of Employment	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

application continued on next page

PROFESSIONAL PREPARATION

Undergraduate	Institution and Location	Major/Minor	Degree
	_____	_____	_____
	_____	_____	_____

Graduate	Institution and Location	Major/Minor	Degree
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

REFERENCES

List at least five professional references

Name _____ Title _____

Present Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____ Home/Business Phone _____

Have you ever been found guilty of professional misconduct in any state? **Yes** **No**

Have you ever had a teaching/administrative certificate revoked or suspended? **Yes** **No**

Have you ever been denied tenure? **Yes** **No**

Have you ever been convicted of or pled guilty to a criminal violation, a misdemeanor, or a felony (other than minor traffic violations)? **Yes** **No**

If yes to any of the above questions, explain: _____

Are you a citizen of the United States? **Yes** **No**

I hereby affirm that the statements made in this application are true to the best of my knowledge and belief.

SIGNED _____ **DATE** _____

The Capital Region BOCES does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Robert Zordan, compliance officer/coordinator, at robert.zordan@neric.org, (518) 862-4910 or 900 Watervliet-Shaker Road, Albany, NY 12205. Inquiries concerning the application of the Capital Region BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).