



# Binghamton City School District

Christopher Columbus School  
164 Hawley Street  
PO Box 2126  
Binghamton, NY 13902-2126  
Phone: (607) 762-8100  
Fax: (607) 762-8110

**To:** Potential BCSD Employees  
**From:** Dawne Anna-Adams, Director of Personnel  
**Subject:** Anticipated Professional Employment Opportunities in Binghamton City School District

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The Binghamton City School District is looking for highly motivated individuals to join a K-12 culture of opportunity, excellence and community. We anticipate numerous openings for qualified individuals interested in becoming a part of our mission: *Educating, empowering and challenging all students to become productive, global citizens through innovative approaches to learning.* When you become part of the BCSD team, you will be working with all of us to make a difference in the lives and the futures of Binghamton's 5,800 students and their families.

We offer competitive wages and a working environment where diversity, respect and value provide a context for your personal and professional growth and career development.

We are currently recruiting for Administrative, Teaching and Support staff positions. Please go to <http://www.binghamtonschools.org/Personnel.aspx> for listing of our current opportunities.

- **All Administrative and Teacher applicants must complete:**
  - Online Professional/Teaching Applicants (OLAS) at <http://www.binghamtonschools.org/Personnel.aspx>
  - Cover Letter, Resume and three letters of recommendation
  - Copy of NYS Certification
  
- **All Substitute Teacher/ Teaching Assistant applicants must complete:**
  - Binghamton City School District application
  - Three letters of recommendation
  - Certified Substitute Teachers/Teaching Assistants: A copy of the NYS Teacher Certification or evidence of having made application of certification.
  - Non Certified Substitute Teachers: Proof of 60 College credit hours or more
  
- **All Support Staff applicants must complete:**
  - Binghamton City School District application
  - Three letters of recommendation
  - High School Diploma/General Education Diploma

*\*required materials may vary depending on position*

Applications are accepted continuously and reviews regularly. For more information, please contact: David Thon,  
Director of Personnel: [AnnaAdaD@binghamtonschools.org](mailto:AnnaAdaD@binghamtonschools.org)

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**BINGHAMTON CITY SCHOOL DISTRICT**  
**164 HAWLEY ST.**  
**BINGHAMTON, NY 13901**

**PERSONNEL DEPARTMENT**  
**PHONE: 607-762-8100 EXT. 312**  
**FAX: 607-762-8110**

*The Binghamton City School District does not discriminate on the basis of age, sex, color, race, creed, national origin, disability or marital status, and is in compliance with Federal and State laws governing employment procedures.*

### TITLE IX COMPLIANCE OFFICER

Director of Personnel: Dawne Anna-Adams  
164 Hawley St.  
Binghamton, NY 13901  
607-762-8100

### 504 COMPLIANCE OFFICER

Director of Special Services: Tia Rodriguez  
98 Oak St.  
Binghamton, NY 13905  
607-762-8136

### DECLARATION

I agree, if employed, to abide by all the rules and regulations relative to my position. I declare that the statements made in this application, and any supporting documents, are true and correct. I understand that any omission, misrepresentation and/or falsification of information contained on this application may constitute grounds for my dismissal.

Signature:

Date:

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## SUPPORT STAFF EMPLOYMENT APPLICATION

<b>PART I</b>	<b>PERSONAL INFORMATION</b>		
Name	Last: Former Name, if any:	First:	Middle Initial:
Physical Address	Street address with house/apartment number:	City and State:	Zip:
Mailing Address	Enter information, only if different from above:		

<b>Home:</b>		<b>Email Address</b>	
<b>Cell:</b>			
<b>Social Security Number:</b>		<b>Have you ever worked for the Binghamton City School District?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever served in the US Armed Forces?</b>	Branch: From: To:	<b>Are you legally eligible for employment in the United States?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever been convicted of a crime?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	<b>Do you currently have charges pending?</b> If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever been dismissed from employment?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	<b>Have you ever resigned from employment to avoid dismissal?</b> If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>PART II</b>	<b>TYPE OF EMPLOYMENT</b>	
<p>If you are seeking a <b>support staff position</b>, please indicate your choice(s):</p> <p><input type="checkbox"/> Clerical*  <input type="checkbox"/> Custodial*/Maintenance*  <input type="checkbox"/> Food Service  <input type="checkbox"/> Classroom Aide  <input type="checkbox"/> School Security*  <input type="checkbox"/> Monitor  <input type="checkbox"/> Lunch Monitor (part-time)  <input type="checkbox"/> Parent Educator*  <input type="checkbox"/> Other _____</p> <p>*May be a tested position, requiring placement on a civil service list.</p>	<p>If you are seeking a <b>licensed or certified position</b>, please indicate your choice below:</p> <p><input type="checkbox"/> Registered Nurse  <input type="checkbox"/> Physical Therapist  <input type="checkbox"/> Occupational Therapist  <input type="checkbox"/> Teaching Assistant  <input type="checkbox"/> Coach  <input type="checkbox"/> ESL</p>	<p>If you are seeking a <b>substitute teaching position</b>, please indicate your choice below:</p> <p><input type="checkbox"/> Non-certified with 60+ credit hours  <input type="checkbox"/> Non-certified with a 4 year degree  <input type="checkbox"/> Certified</p> <p>Certification area:</p>

All applicants are required to provide proof of education. The minimum requirement for most support staff positions is a High School Diploma or GED. Some positions may require a higher level of education, placement on a City of Binghamton Civil Service list or special license/certification from New York State.

<b>PART III</b>	<b>Name of Educational Institute</b>	<b>Graduated?</b>	<b>Degree Type</b>	<b>Credits Earned</b>
<b>High School or GED</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Undergraduate College/University</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Graduate College or University</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other Education</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>License or Certification (Registered Nurse, Coaching, Teaching, etc.)</b>		<b>Type</b>	<b>Issue Date:</b>	<b>Expires on:</b>

**PART IV: EMPLOYMENT HISTORY**

Please describe your employment history as completely as possible, listing your most recent employment first. Please include all relevant skills and experience.

<b>Employer 1</b>		
Name of company:	Company Address:	Supervisor name and title:
Position:	Start Date: End Date:	Supervisor's Phone:
Job responsibilities:		Do we have your permission to contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		

<b>Employer 2</b>		
Name of company:	Company Address:	Supervisor's name and title:
Position:	Start Date: End Date:	Supervisor's Phone:
Job responsibilities:		Do we have your permission to contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		

<b>Employer 3</b>		
Name of company:	Company Address:	Supervisor's name and title:
Position:	Start Date: End Date:	Supervisor's Phone:
Job responsibilities:		Do we have your permission to contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		

<b>Employer 4</b>		
Name of company:	Company Address:	Supervisor's name and title:
Position:	Start Date: End Date:	Supervisor's Phone:
Job responsibilities:		Do we have your permission to contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		

Additional **professional** references that we may contact, please list them below (**do not duplicate written references**).

Name	Position/Relationship	Phone number

**RELEASE**

The purpose of this release is to permit the Binghamton City School District Personnel Office to obtain information on your work history, work record and performance of duty while under the employment of those referenced in this application.

I, \_\_\_\_\_, do hereby authorize the Binghamton City School District, its Director of Personnel, or his/her designee to contact my former employers and additional references, if I have so indicated.

\_\_\_\_\_  
**Signature and Date**

**ETHNIC QUESTIONNAIRE (optional)**

The New York State Board of Regents and the State Education Department are committed to equal opportunity and racial justice. To achieve these goals, legislation has been enacted which calls for specific efforts “in eradicating the present effects of past discrimination.” The Regents and the State Education Department endorse a coordinated and comprehensive effort to achieve equal opportunity and racial justice involving the sustained effort of institutions of higher education, public and private elementary and secondary schools, professional associations and societies, unions, government and parent groups. In pursuit of these efforts, the (Regents/Legislature) has authorized and required the Commissioner of Education “to collect and analyze data concerning minority representation in the education profession.”

The ethnic data being collected will not be made part of your file and will not be released or shared with anyone. The data will in no way affect the procession of your application. The data will be used only for the purposes of defining the nature and extent of under representation as well as changes in such under representation.

Please check the appropriate category:

- American Indian or Alaska Native
- Black or African American (not of Hispanic Origin)
- Asian
- Native Hawaiian or Other Pacific Islander
- Hispanic or Latino
- White (not of Hispanic Origin)
- Multi-Racial (not of Hispanic Origin)