

**Plattsburgh
City School
District**

49 Broad Street
Plattsburgh, NY 12901-3396
518-957-6000 (office)
518-561-6605 (fax)
www.plattscsd.org

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status, sexual orientation or other protected class per law.

Application for Administrative Position

Forward completed application form, letter of interest, résumé, official transcripts (sealed envelope), certification, three (prefer five) recent letters of reference and/or placement credential to:

Mr. Jay Lebrun
Superintendent of Schools
Plattsburgh City School District
49 Broad Street
Plattsburgh, New York 12901-3396

PERSONAL INFORMATION

NAME _____
last first middle

SOCIAL SECURITY NUMBER _____ - _____ - _____

Present Employer _____ Title _____

Building Enrollment _____ District Enrollment _____

Present Home Mailing Address

Present Business Mailing Address

Street _____

Street _____

City, State, Zip _____

City, State, Zip _____

Telephone Number _____

Telephone Number _____

CERTIFICATION (List and enclose copies of all certifications.)

| STATE | DATE ISSUED | DATE EXPIRES | TITLE OF CERTIFICATE | CERTIFICATE NUMBER |
|-------|-------------|--------------|----------------------|--------------------|
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PROFESSIONAL PREPARATION

| UNDERGRADUATE INSTITUTION | CITY/STATE | MAJOR/MINOR |
|---------------------------|------------|-------------|
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| GRADUATE INSTITUTION | CITY/STATE | MAJOR/MINOR | DEGREE/CREDITS |
|----------------------|------------|-------------|----------------|
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SCHOLASTIC HONORS _____

PROFESSIONAL MEMBERSHIPS _____

EMPLOYMENT HISTORY

List most recent experience first.

| DATES | NAME & LOCATION OF DISTRICT/ORGANIZATION | TITLE | ENROLLMENT/ # OF EMPLOYEES |
|-------|--|-------|----------------------------|
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ACCOMPLISHMENTS / INNOVATIONS

REFERENCES

Please list the names of five persons who know of your recent professional work and qualifications.

| Name | Official Position | Address City, State, Zip | Office Phone (area code) | Home Phone (area code) |
|-------------|--------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
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