

# WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

321 List Avenue  
ROCHESTER, NY 14617  
(585) 342-5500



**OUR MISSION:** *The West Irondequoit School District accepts responsibility to ensure continuous intellectual social and personal growth for students so that each will become a life-long learner and productive world citizen.*

## APPLICATION FOR LEADERSHIP POSITION

*In order to be considered as an applicant for a Leadership position, this application must be completed in its entirety.*

Specify Position Applying for:

\_\_\_\_\_

## PERSONAL INFORMATION

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

Permanent mailing address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Present Position \_\_\_\_\_

Pupil Enrollment \_\_\_\_\_ Total Employees in System \_\_\_\_\_

Present Salary \_\_\_\_\_ Annual School Budget \_\_\_\_\_

## NEW YORK STATE CERTIFICATION

Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_  
If Yes or Pending, complete below

Area/Subject \_\_\_\_\_ Provisional \_\_\_ Permanent \_\_\_ Certification of Qualification \_\_\_

More than one certificate:

Area/Subject \_\_\_\_\_ Provisional \_\_\_ Permanent \_\_\_ Certification of Qualification \_\_\_

Area/Subject \_\_\_\_\_ Provisional \_\_\_ Permanent \_\_\_ Certification of Qualification \_\_\_

***PLEASE ATTACH A COPY OF ALL CERTIFICATES HELD.***

## EDUCATION AND PROFESSIONAL TRAINING

### EDUCATION

School Attended Begin with High School	Location	Dates	Degree	Major	Minors
High School					
Undergraduate					
Graduate					
Graduate					
Total No. of Graduate Hours beyond last degree					

### TEACHING/ADMINISTRATIVE EXPERIENCE

List most recent experience first.

Years	Name and Location of School	Specific Nature of Position i.e., grade level, subject, etc.	Total Years	Annual Salary	Receive d Tenure
1.					
2.					
3.					
4.					

Reason for Leaving (Refer to number above)	Reason for Leaving (Refer to number above)
1.	3.
2.	4.

Please list military services, if any:

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Please list related assignments, such as professional leadership positions, committee appointments, study group memberships, etc.

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### REFERENCES

List names of those who have closely observed your work as an administrator or as a teacher. In the case of experienced teachers or supervisors, present and former superintendents, principals and other supervisors are preferred.

Name and Official Position	Address	Business Phone	Home Phone

## TENURE – CONVICTION – ADA

Have you ever failed to be reappointed or been denied tenure? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain (date, location, reason) on a separate piece of paper.

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain (date, location, nature of the act) on a separate piece of paper.

A conviction record will not necessarily be a bar to employment.

Are you able to perform the duties (with or without reasonable accommodations) Yes \_\_\_\_\_ No \_\_\_\_\_  
of the position for which you are applying?

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification, misrepresentation or omission will be sufficient cause for disqualification or dismissal. References and personal information, which become a part of this record, are to be regarded as confidential and will not be revealed to me. I understand that West Irondequoit Central School District will conduct an inquiry regarding my background and experience and I authorize the district to verify any and all information contained herein by any means possible. I knowingly and voluntarily release from any and all liability anyone giving information regarding me (whether in my application or not) so long as the information is relevant to the duties for which I have applied.

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Date

Signature of Applicant

Consideration of a candidate's application requires complete credential file including:

1. A letter of interest in the position
2. A completed application form
3. A current resume
4. University or college transcripts
5. Three recent letters of reference
6. Copies of New York State certifications

Please direct all correspondence to:

Jennifer S. Lisak  
Director of Personnel  
West Irondequoit Central School District  
321 List Avenue  
Rochester, NY 14617  
(585) 342-5500  
(585) 336-2975 (Fax)  
[www.westirondequoit.org](http://www.westirondequoit.org)

West Irondequoit Central School District is in compliance with the U.S. Civil Service Rights Act of 1964 and the TITLE IX Educational Amendments of 1972, Part 86. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of age, race, creed, national origin, sex, disability, marital status, sexual orientation, veteran or military experience. Any student, parent, employee or the general public that has an inquiry regarding the non-discrimination policy may direct the inquiry to:

Title IX Coordinator  
West Irondequoit CSD  
321 List Avenue  
Rochester, NY 14617