

Office Use Only

Interview \_\_\_\_\_  
Ref. Check \_\_\_\_\_

**Fayetteville-Manlius School District**  
8199 East Seneca Turnpike  
Manlius, NY 13104-2140  
Telephone (315) 692-1234  
www.fmschools.org

**Application For Teaching Assistant Position**  
(PLEASE PRINT OR TYPE, USE BLACK INK)

**PERSONAL DATA**

Name \_\_\_\_\_  
Last First Initial

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

**EDUCATION**

**Name of Schools Attended**      **Length of Time**      **Graduated Yes or No**      **Course/Degree Hours**

High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

**CERTIFICATIONS\*** (include a copy of any certificates)

**Type of Certificate (Be Specific)**      **State**      **Date Issued**

If not yet certified, check any certification steps completed: (include copies of verification of test/coursework)

NYS Assessment of TA Skills Test \_\_\_\_\_ Child Abuse Recognition Course \_\_\_\_\_

School Violence Prevention Course \_\_\_\_\_ DASA \_\_\_\_\_

TA Skills Test please indicate date taken \_\_\_\_\_

**CHECK LEVELS APPLYING FOR:**

**CHECK AREAS APPLYING FOR:**

\_\_\_\_\_ Elementary School  
\_\_\_\_\_ Middle School  
\_\_\_\_\_ High School

\_\_\_\_\_ Special Education  
\_\_\_\_\_ Computer Science  
\_\_\_\_\_ Kindergarten, First Grade  
\_\_\_\_\_ Other

**Are you willing to do substitute teaching assistant work?**      Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you willing to do substitute secretarial work?**      Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been fingerprinted?      Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had your fingerprints submitted to the NY State Education Department?      Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

Have you ever submitted an application to the Fayetteville-Manlius School District?      Yes \_\_\_\_\_ No \_\_\_\_\_

If so, for what position?      Position \_\_\_\_\_ When \_\_\_\_\_

Have you ever been employed by the Fayetteville-Manlius School District?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state date and position \_\_\_\_\_

**FORMER EMPLOYMENT** (List most recent employer first)

Employer \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

Employer \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

Employer \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Position \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Duties \_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL SKILLS WHICH MAY QUALIFY YOU FOR THIS POSITION**

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**REQUIREMENTS:** NYS requires applicants to have fingerprint clearance. All associated fees are payable by the applicant. Districts are required to first hire applicants in the certification process (see District information sheet or go to [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/))

The Board of Education requires proof of citizenship or immigration status as a condition of employment.

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

THE FAYETTEVILLE-MANLIUS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.  
The Fayetteville-Manlius School District does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in the educational programs and activities which it operates.