



To Student Teacher/Intern:

The Screening and Approval Process developed by the district for selecting Student-Teacher/Interns is a critical link in producing quality teachers/administrators for our schools. We have attempted to focus the Student-Teacher/Interns Approval Process on the goal of developing teachers/administrators who have the potential of becoming Nassau BOCES employees.

It is the intent of Nassau BOCES to provide student teachers/interns with a rigorous, authentic and high quality experience. To that end, we require applicants to be enrolled in an approved college/university education program, with university provided field supervisors.

Each student teacher/intern applicant must download and complete the Student Teacher/Intern Application. This application must be submitted to the school principal or the executive director of the program no less than 90 days prior to the requested start date.

**All student teachers/interns must have valid fingerprint clearance through the New York Stated Department of Education before beginning their experience. If you have not been fingerprinted, please contact the Nassau BOCES Human Resources Department to make an appointment to be printed.**

Applicants and administrators from your college/university will be notified by Nassau BOCES of the names of those individuals who are selected; school placement will be determined by the district, following selection.  
Thank you.

Sincerely,

Nassau BOCES  
Human Resources Department



**EDUCATIONAL PREPARATION:**

High School: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Other Colleges/Universities attended: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**\*References:** Please complete all sections with current information. Failure to do so may delay placement or may cause it to be rescinded. *Please do not list any member of your family as a reference.*

Reference Name	Complete Mailing Address Including City/State/Zip Code	Contact Telephone Numbers	Email Address	How do you know this Person (teacher, co-worker, etc.)
		Home: Work: Fax:		
		Home: Work: Fax:		
		Home: Work: Fax:		

**\* References are to be checked by the principal/program and submitted with application to the Human Resources Department**

**BACKGROUND INFORMATION:**

Nassau BOCES has a responsibility for the safety of our students, staff and community. The following information must be completed by all applicants. Please answer questions truthfully even if the conviction was expunged, reversed, or otherwise set aside. A "Yes" answer to one of the questions will not necessarily result in denial of placement. Nassau BOCES will consider all circumstances, including the date and nature of events which led to the actions described. Providing a written explanation will assist us in determining your eligibility and suitability for placement. Failure to complete this form accurately and completely may mean disqualification from consideration. It may also result in prosecution for filing false information with a public agency. Applicants must report any arrests or convictions that occur subsequent to the time they initially complete this form.

**Please read carefully and answer every question completely, circling the appropriate yes or no response. You may attach additional sheets if necessary.**

1. Have you ever been fingerprinted for the purpose of employment?  
If yes, where? \_\_\_\_\_ When? \_\_\_\_\_
2. Have you been cleared by NYSED for teaching? YES NO
3. Have you ever used any other name for personal reasons or for employment purposes? YES NO
4. Have you been convicted of a crime (felony or misdemeanor) If yes, see convictions section below. YES NO
5. Are any criminal charges pending against you? YES NO
6. Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action? YES NO
7. Have you ever been discharged or required to resign from any position? YES NO
8. Have disciplinary charges ever been preferred against you by an employer?  
If yes, were the charges sustained? YES NO
9. Have you ever resigned as an alternative to facing charges or dismissal? YES NO
10. Have you had any professional certificate or license denied, revoked, or suspended by any governmental agency as a result of your record? YES NO

11. Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child? (If yes, complete the confidentially held information below) YES    NO

Date and nature of finding: \_\_\_\_\_

Name of the court: \_\_\_\_\_

Name of judge: \_\_\_\_\_

**CONVICTIONS:**

<u>Charge</u>	<u>Court</u>	<u>Year</u>	<u>Conviction</u>

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**APPLICANT'S STATEMENT:**

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements will be considered justification for disqualification of my application. I authorize an investigation of all my statements herein and further authorize all cited references to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize Nassau BOCES to check my references, to obtain information from former employers and educational institutions, to take other action to investigate any information provided in this application and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize Nassau BOCES to obtain information about my criminal record and authorize all governmental agencies to provide information about my criminal record to the school district.

I understand that any omissions on this application may prevent my application from being evaluated and that any misrepresentation, falsification or omission on this application or on other documents submitted to Nassau BOCES will be sufficient cause for this application not to be considered by Nassau BOCES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Nassau BOCES does not discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation, marital status, veteran status, or genetic predisposition for carrier status in their recruitment, employment, admissions practices, vocational opportunities or access to and treatment in program or activities in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973. Title VI and Title VII of the Americans with Disabilities Act. If you believe you have been subject to discrimination, please contact the EEO officer of Nassau BOCES.