

Letter of Interest

Date: _____

Do you have a job application already on file? Yes No

We will keep your application on file for 1 year. We do not canvas your application when we have vacancies. You must submit this form for each position you are interested in applying for. It is not necessary to complete an application for each interested position. If you do not have an application on file, you must complete one and submit it with this form. You may attach a resume as well.

Name: _____

Address: _____

City, State, Zip: _____

Telephone where you may be reached: _____

Posting Name: _____ Position applying for: _____

Location of position: _____

Are you an active district employee? _____

Where do you currently work? _____

What is your current position? _____

What related experience do you have for this position? _____

Are you on a Newburgh Enlarged City School District eligible civil service list? If so, what list(s)? _____

If applying for a **Teaching Assistant** position you must submit proof of certification or proof of passing the exams and proof of application to NYS Education Department.

If applying for a **School Monitor** position you must have your license and proof of your 8 hour and 16 hour course completion, High School diploma or GED.

Office use only

Eligible: _____

Sent to: _____

Date: _____