

**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 #: \_\_\_\_\_ 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: \_\_\_\_\_