Seniority Information Intake Form

Name: ________________________________

Date of first day of work in your current position: ________________.

Date of Board appointment (if known): ________________.

Current tenure area: ____________________.

Have you received tenure in this District in other area(s)? ______.
   If yes, what other area(s)? ____________________.
   How long were you in that area(s)? ____________.

Have you taken any unpaid leave of absences? ______.
   If yes, how long was the leave? ________________.

Have you ever had any unpaid day(s) of absence? _____.
   If yes, how many day(s)? ______.

Has any of your time been in a part-time position? ____.
   If yes, was the part-time position voluntary or involuntary? ________.
   How long was the involuntary part-time assignment? __________.
   How long was the voluntary assignment? __________.

Has there been any break in your service with the District (other than approved leaves)? ________. If yes, what was your most recent return to work date? ________________.

Have you ever been laid off by the District? ________.
   If yes, how long was the lay-off? ____________.
QUESTION(S) TO BE ANSWERED BY NYSUT?

1. 
2. 
3. 
4. 
5. 

Please attach copies of: *

1. Probationary appointment(s)
2. Tenure appointment(s)
3. Long term substitute appointments, if any.
4. Lay-off letter
5. Board minutes of:
   a. Probationary appointment(s)
   b. Tenure appointment(s)
   c. Abolition of position
6. Breakdown of teaching assignment year by year

Seniority lists

* If matter concerns “other teachers”, such as who is in what tenure area, to the extent possible, a separate questionnaire with supporting documentation should be filled out for the others involved.