



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

**JOEL I. KLEIN, *Chancellor***  
DIVISION OF HUMAN RESOURCES  
65 Court Street – Brooklyn, NY 11201

## Application for Parent Coordinator

**Please submit your completed application to the Principal at the school where the Parent Coordinator vacancy exists. Please print or type.**

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Social Security # \_\_\_\_\_ NYC DOE File # \_\_\_\_\_  
(if applicable)

**Educational Background:** List your education in chronological order beginning with the most recent.

1. College: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

2. College: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

3. Did you receive your high school diploma? \_\_\_\_ Yes \_\_\_\_ No  
If NO, did you receive a GED? \_\_\_\_ Yes \_\_\_\_ No State that issued GED : \_\_\_\_\_

**A. Please describe your motivation and objectives for pursuing this position. Do not exceed 300 words.**

**B. Please describe any volunteer and/or other community work. Do not exceed 300 words.**

**C. Please give the following information about your previous work experience. You may include as many entries as you wish (at least one is required). For each work experience, please give:**

- **Name of the Company/Organization**
- **Position Held**
- **Dates of Employment**
- **Description of Your Responsibilities** (The description of your responsibilities for each work experience may not exceed 300 words.)

**D. Please give us reference information. For each of a maximum of three references (at least one reference is required), please give:**

- **Name of Person to Contact**
- **Company Name**
- **Telephone number for the Contact Person** (You may also give an email address, but it is not required.)

**Please answer the following question:**

I would consider working in a District 75 school that serves children with severe handicaps. \_\_Yes \_\_ No

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