Teaching Opportunity Program
Application

2005
How To Complete This Application

Please either type or print neatly in blue or black ink. Remove pages 7-16 from the booklet along the perforated margin or download the form from www.top.cuny.edu.

Pages 7—11: Before filling out each section, carefully read the directions for that section that appear just under the title. Do not forget to put your name and social security number at the top of each page, including any additional sheets you add for the activities or work experience sections and your essay.

Page 12: The Essay: Read the essay instructions on the top of page twelve carefully. You should pay particular attention to the essay as it is an important part of the application. Disclosure of Misconduct: If an explanation is needed, please type it on a separate 8.5x11 sheet of white paper. Signature and Release: Be sure to sign and date your application.

Transcripts: You must include TWO official sealed transcripts from the college or university you received your bachelor’s degree from and from each college or university attended from which you received undergraduate academic credit, including summer coursework, study abroad programs, co-op programs, etc., and any applicable graduate credit, unless those credits and their corresponding grades appear on a subsequent transcript. Your application can be evaluated and will be considered complete if you provide unofficial transcripts; however, you cannot enter the program until two official transcripts from each institution are provided. Foreign transcripts must be accompanied by a course by course evaluation from a transcript evaluation service.

Letters of Recommendation: Please provide one recommendation form to each of your recommenders. If you are downloading and printing this application, make sure to provide them with both pages of the form (page 13 and 14 should be provided to one recommender and page 15 and 16 to the other). If necessary, recommenders can use their institutional stationary instead of our recommendation form; however, they should be aware of the focus of the recommendation as indicated on the recommendation form. Each recommender should be sure to sign his or her recommendation, photo copy it and put the original and the copy together into a single, sealed envelope with his or her signature across the seal. The signed, sealed envelope (one from each recommender) should be returned to you and included with the rest of your application materials.

Application Status Card: Put your address and a stamp on the Application Status Card. If you are downloading and printing this application, please provide a self addressed stamped envelope and cut out the status card and place it inside.

Before sealing and mailing your application materials, please make sure all parts of your application are included. If any item is missing, processing and consideration of your application will be delayed. Only official transcripts may be sent separately.

A complete application consists of the following:

- Pages 7-12 of the application properly completed and signed, plus any additional pages for the activities and work experience section
- Your essay
- Transcripts from each college or university attended (as described above)
- Two letters of recommendation.
- Application Status Card.

Please list the names of your two recommenders:

__________________________
__________________________

Mailing Address for Application Materials

Teaching Opportunity Program
Office of Academic Affairs — 6th Floor
The City University of New York
535 East 80th Street
New York, NY 10021

Outstanding Questions

If you have any question related to the Teaching Opportunities Program or the completion of this application, please contact the director of applicant communications.

Phone: (212) 794-5446
Fax: (212) 794-5706
# Personal Information

*If you have only one address, please list it as both your current and permanent address. All communication regarding your application will be sent to the current address you indicate.*

## Name

<table>
<thead>
<tr>
<th>Mr.</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr.</td>
<td>Ms.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>last</th>
<th>first</th>
<th>middle</th>
<th>preferred name</th>
</tr>
</thead>
</table>

## Citizenship

<table>
<thead>
<tr>
<th>U.S.</th>
<th>Permanent Resident</th>
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<tbody>
<tr>
<td>U.S.</td>
<td>Permanent Resident</td>
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</table>

<table>
<thead>
<tr>
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<th>U.S.</th>
<th>Permanent Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S.</td>
<td>Permanent Resident</td>
<td></td>
</tr>
</tbody>
</table>

> U.S. Social Security Number

Note: If you are not a U.S. citizen or a permanent resident of the U.S., you are not eligible to apply.

## Date of Birth

**month / day / year**

## Gender

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
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<tbody>
<tr>
<td>Male</td>
<td>Female</td>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
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<tbody>
<tr>
<td>Male</td>
<td>Female</td>
<td></td>
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</tbody>
</table>

## Race/Ethnicity (optional)

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## Current Mailing Address (valid until **month / day / year**)

<table>
<thead>
<tr>
<th>number and street / apt. no</th>
<th>city</th>
<th>state</th>
<th>zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>number and street / apt. no</td>
<td>city</td>
<td>state</td>
<td>zip code</td>
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</tbody>
</table>

## Permanent Mailing Address

*(address where you can be contacted at any time)*

<table>
<thead>
<tr>
<th>number and street / apt. no</th>
<th>city</th>
<th>state</th>
<th>zip code</th>
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</thead>
<tbody>
<tr>
<td>number and street / apt. no</td>
<td>city</td>
<td>state</td>
<td>zip code</td>
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</tbody>
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## Permanent Home Phone

<table>
<thead>
<tr>
<th>area code / number</th>
<th>Alternate Phone</th>
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<tr>
<td>area code / number</td>
<td>Alternate Phone</td>
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## Alternate Phone

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<th>area code / number</th>
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<td>area code / number</td>
<td>Alternate Phone</td>
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</table>

## Private E-Mail Address (valid until **month / day / year**)

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## For which subject area are you applying?

<table>
<thead>
<tr>
<th>Math</th>
<th>Science</th>
<th>Spanish</th>
<th>Literacy Birth—Grade 6</th>
<th>Literacy Grades 5—12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Science</td>
<td>Spanish</td>
<td>Literacy Birth—Grade 6</td>
<td>Literacy Grades 5—12</td>
</tr>
</tbody>
</table>

*You may apply for only one.*

The Literacy Program will be held at City College only. The Spanish Program will be held at Hunter College only. **Only N.Y. State certified teachers are eligible for the program in literacy.**

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Applicants to the Math Program, please indicate with numbers your first, second, and third choice of college.

1. ***Brooklyn***
2. ***Hunter***
3. ***Lehman***

Applicants to the Science Program, please indicate with numbers your first and second choice of college.

1. ***Hunter***
2. ***Lehman***

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Are you or were you previously employed (full-time or part-time) with the New York City Department of Education?  

- [ ] Yes  
- [ ] No

If yes, what were the dates of your employment with the New York City Department of Education? From: **month / year** To: **month / year**

What was your job title and reason for leaving?

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Are you certified as a teacher in New York?  ❑ Yes ❑ No
If yes, what certification do you hold (type & subject)? _______________________________________________
Please attach a copy of your New York State certificate.

If you are applying for math, science, or Spanish, please indicate when you will take the LAST and the CST.
❑ February ❑ April ❑ May
If you have taken the tests, please attach copies of your score reports to your application.

How did you hear about the Teaching Opportunity Program?
❑ Bus Advertisement
❑ Referred by Professor/Department
❑ Board of Ed Website
❑ Referred by Board of Education
❑ Word of Mouth
❑ CUNY Website
❑ Poster at school/work
❑ Television
❑ Other Website ______________________________________________
❑ Direct Mailing
❑ Newspaper Advertisement
❑ Other (please describe) ___________________________________________

❑ Other (please describe) ___________________________________________

Academic Record
List all colleges and universities attended in reverse chronological order. This should include any institutions from which academic credit was applied to your undergraduate or graduate degree, including study abroad programs, summer coursework, evening classes, co-op programs, professional schools, etc. Do not include colleges or universities from which you did not receive academic credit. Use the prefix "F" to indicate full-time; "P" to indicate part-time. Do not estimate your GPA; record your actual cumulative GPA on a 4.00 scale as calculated by each school’s registrar.

Please enclose an official transcript for each college or university listed. See transcript requirements on page 6.

<table>
<thead>
<tr>
<th>Institution and Location</th>
<th>Dates of Attendance</th>
<th>Degree &amp; Date Awarded or Expected</th>
<th>Major or Field of Study</th>
<th>F/P</th>
<th>GPA in Major/GPA Overall</th>
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Describe circumstances such as transfers, leaves of absence, probation, etc., that relate to your college experience.

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________
## Coursework Update

If you are currently enrolled in an academic program, please list all of the courses you are taking or will take that do not appear on your current transcript. Please use the following abbreviations to indicate semester: F=Fall, SP=Spring, W=Winter, SU=Summer.

<table>
<thead>
<tr>
<th>Semester</th>
<th>College/Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit-Hours</th>
<th>Anticipated Grade (on a 4.00 scale)</th>
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## Distinctions

Please list any significant honors, awards, scholarships, or other types of recognition (academic or nonacademic) you have received since graduating from high school. Include dates received and a brief description of each award or honor, including the basis for selection.

If you run out of space on this form, please provide the remaining information on additional sheets. Be sure your last name, first name, and social security number are on the top of each sheet. If you have provided information on a separate sheet, please check this box: ❑

<table>
<thead>
<tr>
<th>Distinction</th>
<th>Date Received</th>
<th>Description and Basis for Selection</th>
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<td>mo/yr</td>
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## Foreign Language Skills

Please list all the languages you speak other than English, the number of years you have spent studying and/or speaking each language, and your level of proficiency (beginner, intermediate, advanced, or fluent).

<table>
<thead>
<tr>
<th>Language</th>
<th>Number of Years Studied</th>
<th>Spoken Abroad / Spoken at Home</th>
<th>From</th>
<th>To</th>
<th>Level of Proficiency</th>
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<td></td>
<td></td>
<td>mo/yr</td>
<td>mo/yr</td>
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<td>mo/yr</td>
<td>mo/yr</td>
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</tbody>
</table>
Work Experience and Activities

This section is an opportunity for you to provide us with a complete picture of your most significant extracurricular and professional accomplishments. Please complete the two sections; if necessary, use additional 8.5" by 11" sheets of white paper with your last name, first name, and social security number at the top of each page, or duplicate these pages as necessary. The information for each section should be organized and presented in the format provided below. Please limit your response to two additional pages (three pages total) for each section.

I Work Experience

Starting with the most recent, please list up to five full- or part-time positions of employment you have held while attending college, since graduating, prior to returning, or between periods of enrollment in college. You should include self-employment, internships, the Peace Corps or similar public service. Describe your responsibilities for each position and, if you wish, explain what you view to have been your greatest accomplishment in each.

<table>
<thead>
<tr>
<th>Position or Office Held</th>
<th>Organization / Activity / Company</th>
<th>Location</th>
<th>Dates of Participation / Employment</th>
<th>Average Hours/Week</th>
</tr>
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<td>month/year to month/year</td>
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</table>

Description of Involvement / Responsibilities

Greatest Accomplishment

<table>
<thead>
<tr>
<th>Greatest Accomplishment</th>
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</thead>
</table>
II Activities
Starting with the most recent, please list up to five of the most significant extracurricular, community activities and professional affiliations in which you have been most actively involved, especially those which involved instructing or guiding children or youth. You may also include other activities in or out of school that you consider relevant, or to which you have devoted a significant amount of time (e.g. extended travel or personal hobbies). Do not include part-time jobs or other paid positions. For each item, describe the nature of your involvement and/or responsibilities, and list what you view to have been your greatest accomplishment.

<table>
<thead>
<tr>
<th>Position or Office Held</th>
<th>Organization / Activity / Company</th>
<th>Location</th>
<th>Dates of Participation / Employment</th>
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<tr>
<td></td>
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<td>month/year to month/year</td>
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</table>

Description of Involvement / Responsibilities

Greatest Accomplishment

____________________________________

____________________________________

____________________________________

____________________________________

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____________________________________

Essay

Please write an essay explaining: 1) how your past experiences have shaped your desire to be an educator in New York City public schools; and 2) your perception of the purpose of public education in a democracy. This essay will allow us to evaluate your writing and thinking skills and to learn more about your personal qualities. We are not looking for any “right” answers. Your essay should be typed or printed on separate 8.5” x 11” sheets of white paper with your last name, first name, and social security number at the top of each page. Your essay may be single- or double-spaced, but should not exceed 500 words. Applicants for the program in Literacy should also discuss their interest in integrating literacy into their teaching.

Disclosure of Misconduct

Have you ever been convicted of, or is any charge now pending or expected to be brought against you for any crime other than a minor traffic violation?  □ Yes  □ No

At any college or university, have you ever been in other than good standing because of academic deficiencies, been censured for misconduct, or been the subject of disciplinary proceedings?  □ Yes  □ No

Have you ever been subject to discipline by an employer or a professional organization?  □ Yes  □ No

If the answer to any of the above questions is yes, please explain in an attached statement.

Signature and Release

I hereby certify that the information supplied on this application form and in any related materials is my own work, and is accurate and complete to the best of my knowledge. I understand that misrepresenting or withholding information is grounds for the denial or revocation of a stipend or education award. I shall promptly inform the selection committee if there is any change in any of the facts given. Except as noted below, The City University of New York may verify any information provided. I also agree that, if accepted into the program, I will fulfill all obligations including service within the NYC public school system for a period of two years following the completion of my master’s degree.

I understand that any materials submitted to The City University of New York in connection with this application becomes the sole property of The City University of New York and will not be returned, duplicated, or transferred. I authorize The City University of New York to release my application to the Department of Education for placement purposes, and understand that The City University of New York reserves the right to publish anonymous group biographical data taken from this application.

Signature  Date

Exceptions
Letter of Recommendation

Dear Recommender:

Thank you in advance for taking the time to write on behalf of this candidate, who is applying for admission to the Teaching Opportunity Program. Your opinion will serve as an important component of our overall evaluation of the candidate.

The Teaching Opportunity Program selects talented, dedicated individuals who are committed to teaching in the New York City public school system, and who are qualified to enroll in, and have the qualities to complete a master's degree program in a targeted shortage area. Teaching Opportunity Program Scholars are offered education award grants and stipends to assist in their pursuit of excellence in teaching and are expected to serve as exemplary teachers, leaders, role models and higher education professionals committed to improving the state of public education in New York City.

Taking the above into account, we have identified the qualities that we believe characterize the type of individual best suited to such a task, and we would appreciate your assessment of the candidate in terms of these qualities. Please complete the recommendation on the back of this sheet as candidly as possible. Make a photocopy of the recommendation and return the original, the copy and any supporting materials to the applicant in a sealed envelope with your signature across the seal. The applicant will submit your sealed recommendation to us along with his or her other application materials. Please do not send the recommendation directly to our office.

Again, we appreciate your time, and we look forward to hearing from you soon. Your opinion is very important to us.

Sincerely,

The Selection Committee

---

Applicant’s Name

Social Security No.

---

Recommender’s Name

---

Title

Organization

---

Address

---

Home Phone

Work Phone

Fax

---

E-Mail

May We Contact You?  ☐ Yes ☐ No

---

Relationship to the Applicant

Length of Time You Have Known the Applicant

---

Signature

Date

---
Applicant Evaluation

On the checklist below, please evaluate the applicant against the criteria provided on a scale of one to five, one being below average and five being excellent. Use the applicant’s peer group as your reference group.

Indicate the specific peer group you have chosen to use as your reference group (e.g. all other seniors at the college or university; previous or current employees in a similar position).

| Analytical skills: demonstrates intuitive, critical thought and accurate analysis of problems | 1 | 2 | 3 | 4 | 5 | no basis for judgement |
| Communication skills: demonstrates precision in written and oral communication | 1 | 2 | 3 | 4 | 5 |
| Responsibility and commitment: takes initiative to improve situations, follows through on commitments, takes responsibility for personal actions and mistakes | 1 | 2 | 3 | 4 | 5 |
| Lifelong learning: able to incorporate and/or coordinate multiple points of view and expand personal horizons in many different situations and environments | 1 | 2 | 3 | 4 | 5 |
| Goal oriented: operates with a sense of results and outcomes and attains challenging goals despite obstacles | 1 | 2 | 3 | 4 | 5 |
| Stability and persistence: maintains focus and perspective in difficult circumstances, and demonstrates flexibility and patience in responding to difficult situations | 1 | 2 | 3 | 4 | 5 |
| Organization: manages time effectively, meets deadlines and works quickly and efficiently | 1 | 2 | 3 | 4 | 5 |
| Integrity: is open, honest and ethical | 1 | 2 | 3 | 4 | 5 |
| Sensitivity: interacts with others in a respectful, direct, considerate and fair way, values diversity and operates in a positive, professional manner | 1 | 2 | 3 | 4 | 5 |
| Overall | 1 | 2 | 3 | 4 | 5 |

Supporting Information

On a separate sheet, please explain any of your ratings, and anything else about this applicant that you feel is relevant to his or her candidacy. We have found that the most useful recommendations tend to be those that focus on specific and anecdotal evidence of how the candidate has operated in the past, especially with regard to how the candidate has or has not demonstrated the qualities we believe are essential to becoming an outstanding Teaching Opportunity Program Scholar.
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Sincerely,

The Selection Committee

Recommender’s Name

Title

Organization

Address

Home Phone

Work Phone

Fax

area code/number

area code/number

area code/number

E-Mail

May We Contact You?  ☐ Yes ☐ No

Relationship to the Applicant

Length of Time You Have Known the Applicant

years/months

Signature

Date

month/day/year
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| Organization: manages time effectively, meets deadlines and works quickly and efficiently | 1 | 2 | 3 | 4 | 5 |
| Integrity: is open, honest and ethical | 1 | 2 | 3 | 4 | 5 |
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