



SCHALMONT CENTRAL SCHOOL DISTRICT

401 Duaneburg Road, Schenectady, N.Y. 12306

Area Code (518) 355-9200



Support Staff Application

Jobs Applied For: Full-Time, Part-Time, Substitute

- | | | |
|--|--|--|
| <input type="checkbox"/> Teaching Aide | <input type="checkbox"/> Clerical | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Monitor | <input type="checkbox"/> Nurse | <input type="checkbox"/> Bus Mechanic |
| <input type="checkbox"/> Cafeteria Service | <input type="checkbox"/> Laborer/Grounds | <input type="checkbox"/> Supervisor |
| | <input type="checkbox"/> Custodian | <input type="checkbox"/> (Trans, Bldg & Grnds., Cafe.) |
| | <input type="checkbox"/> Maintenance/Painter | <input type="checkbox"/> Other |

PERSONAL INFORMATION

Name _____ Soc. Sec. No. _____
Last First Middle

Present Address _____ Telephone _____
(include Zip Code)

Are you or have you been a member of the N.Y.S. Employees or Teachers Retirement System? Yes No
If yes, give membership number _____

Are you legally available for employment in this country? Yes No Years at present address: _____
(Upon employment, you will be asked to produce two original forms of identification in accordance with the Immigration Reform and Control Act.)

Have you ever been convicted of any crime or misdemeanor other than a minor traffic violation? Yes No
If you checked "yes" please give details or reasons:

UNITED STATES ARMED SERVICES RECORD

Dates From - To	Branch	Highest Rank	Do you have any continuing Reserve Obligations?

Non-Discrimination Notice: The Schalmont Central School District does not discriminate on the basis of race, color, national origin, creed, sex and age or handicap as decreed by Law, and is in compliance with Title IX of the Educational Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973.

Applicants must furnish all information requested. Do not answer by saying "see resume." If additional space is needed for any answer, attach additional pages. Remember to sign statement on back page.

PLEASE FILL OUT ADDITIONAL INFORMATION FOR THE PARTICULAR TYPE POSITION FOR WHICH YOU ARE APPLYING.

TEACHER AIDE

Indicate experiences that qualify you for working with students in a supervisory or instructional setting:

CAFETERIA

Have you ever had experience in preparing and serving food in an institutional setting? _____ If yes, describe:

Please indicate your reasons for seeking employment in this area:

CLERICAL/AIDE

Your average typing speed: _____ W.P.M. Do you have any computer experience? _____

Do you have an assignment preference? _____ If yes, please explain: _____

Have you taken an Civil Service examinations for clerical positions? _____ If yes:

When _____ Where _____

Title(s) _____ Score(s) _____

CUSTODIAL

Have you had experience or training in institutional cleaning? _____ If yes, explain:

Have you ever supervised others in an institutional cleaning operation? _____ If yes, explain:

Have you taken any Civil Service examinations for custodial positions? _____ If yes:

When _____ Where _____

Title(s) _____ Score(s) _____

MAINTENANCE

Job titles in this area are: Laborer, Groundsman, Motor Vehicle Operator, General Mechanic, Carpenter, Electrician, Plumber, etc.
Indicate experience or training that qualifies you for your area of preference:

Type of Driver's License _____ Have you been convicted of offenses regarding moving traffic violations (reckless driving, speeding, etc.) within the last five years or with any criminal act? _____ If yes, give:

Date: _____

Charge: _____

Disposition: _____

Court and Location: _____

BUS DRIVERS:

Fill out an additional application form.

EMPLOYMENT HISTORY: Begin with the most recent and use additional pages if necessary.

EMPLOYER	TELEPHONE	DATES EMPLOYED	
		FROM	TO
ADDRESS			
JOB TITLE		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES	
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCES?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		
EMPLOYER	TELEPHONE	DATES EMPLOYED	
		FROM	TO
ADDRESS			
JOB TITLE		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES	
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCES?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		
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EDUCATIONAL PREPARATION

To Be Completed By All Applicants

Name and Location of School	Nature of Studies	Did You Graduate?
High School		

Name and Location of School	Nature of Studies	Degree
College (Undergraduate)		

College (Graduate)		
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Vocational/Technical Trade		
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ADDITIONAL REFERENCES FAMILIAR WITH YOUR WORK

Name	Position	Work Phone
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APPLICANT'S STATEMENT

(Give any additional information which you think might be of value in considering you for a position.)

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statement made and the information supplied are true and correct. I understand that falsification of any part of the application constitutes cause for rejection of application or dismissal after employment.

My signature below authorizes the Schalmont Central School District to obtain any or all records or information regarding employment from my prior employers, notwithstanding any stipulations with respect to confidentiality. I waive my right or access to any information submitted by references. I further agree to take any physical examinations the District my deem necessary.

Signature _____ Date _____

Return this application to: Superintendent of Schools
Schalmont Central School District
401 Duanesburg Road
Schenectady, N.Y. 12306