

HEUVELTON CENTRAL SCHOOL DISTRICT

PO Box 375, 87 Washington Street
Heuvelton, New York 13654

APPLICATION FOR EMPLOYMENT

(Support Staff)

Applicant: Thank you for your interest in our school system. To enable us to properly evaluate this application, please answer all questions carefully and as completely as possible.

PERSONAL DATA

Name _____ Date _____
(Last) (First) (Middle) (Maiden)

Current Address _____ Phone(s) _____

E-mail Address _____ Social Security No. _____

JOB INFORMATION

Position applied for _____ Full-time Part-time Substitute

When could you begin work? _____

GENERAL INFORMATION

U.S. Citizen: _____ Yes _____ No

If not a citizen, indicate type of visa: _____ Alien Registration No. _____

Have you served in the Armed Forces of the U.S.? _____

If so, total years of active service credit. _____

Previously employed here? _____ Yes _____ No If so, when? _____ In what department _____

Supervisor _____

Are you a member of a retirement system? _____ Yes _____ No

If yes, system name _____ Tier _____ Membership No. _____

CERTIFICATION: (If applicable)

Type of Certification/License	State	Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education

School	City/State	Yrs. Completed	Degree
High School			
College			
Trade			
Graduate			
Other Special Training			

EMPLOYMENT:

Please provide information covering employment experience, including time spent in military service, if any. Use the comments area at the end of this section on employment to account for any gaps in your employment.

Name and Address of Employer:

Tel. No. _____

From		To		Last Salary	Reason for leaving	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did: _____

Name and Address of Employer:

Tel. No. _____

From		To		Last Salary	Reason for leaving	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did: _____

Name and Address of Employer:

Tel. No. _____

From		To		Last Salary	Reason for leaving	Name of Supervisor
Mo.	Yr.	Mo.	Yr.			

In detail, describe the work you did: _____

REFERENCES: Please Note: Applicants must include three (3) letters of recommendation with this application.

List any other persons, not relatives, who have personal knowledge of your character, experience and/or capability:

Name/Occupation	Address	Tele. No.	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER:

What types of machines and equipment can you operate? (if applicable) _____

List any applicable volunteer experience: _____

Please give any other information on your experience or abilities which you believe would assist us in evaluating your qualifications: _____

MORAL CHARACTER DETERMINATION: Answer each question by checking "yes" or "no". If you answer "yes" to any questions, please attach a full explanation to your answer.

Yes Have you been dismissed, resigned from, entered into a settlement agreement, or
 No otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?

Yes Did you receive a discharge from the Armed Forces of the United States which was other
 No than "Honorable"?

Yes Have disciplinary proceedings ever been initiated against you by a former employer?
 No

Yes Have you ever been the subject of a report filed with the New York State Education
 No Department pursuant to Part 83 of the Commissioner's Regulations (Determination of Good
Moral Character)?

The Heuvelton Central School District is an equal opportunity school district/employer which does not discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, or any other reason prohibited by state or federal law in the employment, working conditions and educational opportunities of applicants, employees and students.

I understand and agree that Heuvelton Central School District will verify all or part of the information I have supplied on this form. I understand that this verification may include credit history, motor vehicle driving record, criminal and civil records as well as any public record. I declare and affirm, under the penalty of perjury, that all the statements made in the foregoing application, including accompanying statements, are true, complete and correct. I understand that rendering any false information on this application may lead to criminal proceedings against me. I further understand that rendering any false information on this application may, in the event I am ultimately employed by the district, result in disciplinary action against me, with a penalty up to and including termination.

Signature of Applicant

Date

Note: New York State requires all applicants hired after July 1, 2001 to be fingerprinted. Employment is contingent upon the results of this process.

Please return to: Superintendent's Office
 PO Box 375, 87 Washington Street
 Heuvelton, NY 13654