

# Onteora Central School District

PO Box 300  
BOICEVILLE, NEW YORK 12412  
845-657-6383

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## INSTRUCTION FOR ALL APPLICANTS

Please return your completed application to:

Personnel Office  
Onteora Central School District  
PO Box 300  
Boiceville, NY 12412

After review of your application, you may be called for an interview.



Please be aware that as of July 1<sup>st</sup>, 2001 New York State law requires all school district employees to be fingerprinted prior to working. There is a **\$100.25 fee** for this processing, payable to MorphoTrust USA at the time of fingerprinting. (The fingerprinting fee is reimbursed to substitute employees after they have worked for 20 days.)

***If you are not being considered for full-time employment  
you might want to consider applying for a substitute position,  
our Substitute Pay Rates are as follows:***

Certified Substitute Teacher - \$115.00/day  
Uncertified Substitute Teacher - \$85.00/day  
  
Certified Teaching Assistant - \$85.00/day  
Uncertified Teaching Assistant - \$75.00/day  
School Monitor - \$75.00/day

Nurse (RN) - \$115.00/day  
Nurse (LPN) - \$85.00/day  
Clerical - \$13.00/hour  
Food Service - \$12.00/hour  
Custodial - \$13.00/hour  
Bus Driver - \$13.00/hour

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## SUBSTITUTE EMPLOYMENT APPLICATION

POSITION APPLYING FOR: \_\_\_\_\_

BUILDING/GRADE LEVEL APPLYING FOR (or indicate ALL): \_\_\_\_\_

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| LAST NAME | FIRST NAME | MIDDLE INITIAL | SOCIAL SECURITY # |
|-----------|------------|----------------|-------------------|
|-----------|------------|----------------|-------------------|

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| ADDRESS | CITY | STATE, ZIP CODE | TELEPHONE # |
|---------|------|-----------------|-------------|
|---------|------|-----------------|-------------|

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Have you ever been convicted of a felony or a misdemeanor?\* If yes, please explain. YES \_\_\_\_\_ NO \_\_\_\_\_

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\*This item, in and of itself, may not necessarily keep you from being hired.

**EMPLOYMENT:** List each job held. Start with your most recent job. Include Military Service assignments and Volunteer activities.

| Inclusive Dates | Name, Address and Phone<br>Employer & Supervisor | Job Title | Job Description | Reason for Leaving |
|-----------------|--|-----------|-----------------|--------------------|
| From:<br>To:    |  |           |                 |                    |
| From:<br>To:    |  |           |                 |                    |
| From:<br>To:    |  |           |                 |                    |
| From:<br>To:    |  |           |                 |                    |
| From:<br>To:    |  |           |                 |                    |

May we contact your present supervisor, if currently employed? YES \_\_\_\_\_ NO \_\_\_\_\_

|                                  |                   |                    |                           |                              |
|----------------------------------|-------------------|--------------------|---------------------------|------------------------------|
| <b>Education:</b>                | <b>Elementary</b> | <b>High School</b> | <b>College/University</b> | <b>Graduate/Professional</b> |
| SCHOOL NAME                      |                   |                    |                           |                              |
| YEARS COMPLETED<br>Please Circle | 4 5 6 7 8         | 9 10 11 12         | 1 2 3 4                   | 1 2 3 4                      |
| DIPLOMA/DEGREE<br>Year Received  |                   |                    |                           |                              |

**CERTIFICATION:** (COPY REQUIRED)

Type of Certificate: \_\_\_\_\_ Certificate # \_\_\_\_\_ Expires \_\_\_\_\_  
 For Grade(s): \_\_\_\_\_ Subject(s): \_\_\_\_\_

I am interested in Home Teaching: YES \_\_\_\_\_ NO \_\_\_\_\_

**EXPERIENCE:** Underline each occupation below in which you have had some experience. Circle the occupations in which you have above average skill and competence.

- |                         |                     |
|-------------------------|---------------------|
| Teacher                 | Clerk - General     |
| Aide:                   | Clerk - Stock       |
| Teacher                 | Food Service        |
| Health                  | Cashier             |
| Special Education       | Bus Monitor         |
| Account Clerk           | Bus Driver          |
| Bookkeeper              | Mechanic – Bus/Auto |
| Computer Operator       | Custodial Worker    |
| Office Machine Operator | Groundskeeper       |
| Receptionist            | Maintenance Worker  |
| Secretary               | Painter             |
| Typist                  | Other: _____        |

**Give Name, Address and Telephone Number of three (3) references not related to you.**

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |

Onteora Central School District is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job related medical condition of handicap, or other legally protected status. Any concerns regarding discrimination should be directed to the District's Title IX Compliance Officer or to the US Department of Education, Office of Civil Rights.

I authorize you to make inquiry of personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I understand that false or misleading information given in my application or interview may result in discharge, in the event of employment. I understand that I am to abide by all rules and regulations of the Onteora Central School District.

Signed \_\_\_\_\_

Dated \_\_\_\_\_