

# Employment Application

**Non-Certified Position**

(Non-instructional positions; Civil Service)  
Please also complete civil service application

**Certified Position (summer only)**

(All should apply online except summer positions)  
[www.wflboces.org/jobs](http://www.wflboces.org/jobs)

**Tutor**

Please complete district preference on last page

EMPLOYMENT TYPE:  Full time  Part time  Temporary/Summer  Substitute

**PREFERRED WORK LOCATION (check all that apply):**

SPECIAL EDUCATION

- FLSS (Rushville)
- MEC (Phelps)
- NEC (Newark)
- RJEC (Shortsville)
- WEC (Williamson)

TECH AND CAREER

- FLTCC (Stanley)
- WTCC (Williamson)

P-TECH

- Newark

OTHER

- Regional Support Center (Newark)
- EduTech  
(various within WFL and GV regions)

Position Applied For: \_\_\_\_\_

How did you learn of this vacancy: \_\_\_\_\_

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Former Name: \_\_\_\_\_ Date Available: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If no, are you authorized to work in the US?  Yes  No

Have you ever worked for WFL BOCES?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been convicted of a violation of law?  Yes  No

Are any criminal charges/proceedings pending against you?  Yes  No

Have you ever been dismissed from a position or resigned to avoid dismissal?  Yes  No

Do you have any health condition that would impair your ability to perform the functions of the position in which you are applying?

Yes  No If yes, explain: \_\_\_\_\_

Are you a member of the NYS Retirement System:  Yes  No If yes, member number: \_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Diploma: \_\_\_\_\_

College/Vocational: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

**REFERENCES**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
May we contact this supervisor for a reference?  Yes  No

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
May we contact this supervisor for a reference?  Yes  No

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_  
May we contact this supervisor for a reference?  Yes  No

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

**CERTIFICATION**

I hold New York State certificates described below (provide copies):

- Permanent/Professional in the area of: \_\_\_\_\_
- Provisional/Initial in the area of: \_\_\_\_\_
- Other: \_\_\_\_\_
- License Held: \_\_\_\_\_


**Disclaimer and Signature**

By signing below, I hereby authorize the Wayne-Finger Lakes Board of Cooperative Educational Services (hereafter known as “the BOCES”) to verify and investigate all statements I have made on the employment application, related papers and in interviews. I authorize the BOCES to contact all employers and personal references listed on my employment application. In addition, for those listed, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment with the BOCES.

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment. I understand that Wayne-Finger Lakes Board of Cooperative Educational Services (hereafter known as “the BOCES”) will thoroughly investigate my work and personal history and verify all data given on this application, related papers and in interviews. I authorize all individuals, schools and employers mentioned therein to provide any information requested about me, and I release them from any and all legal liability or damage for disclosing information about me. I understand that I am not guaranteed employment by merely completing this application and even if I am hired by BOCES, this document is not to be considered a contract for employment. Unless otherwise indicated by a collective bargaining agreement or a specific right under state or federal law, I understand that I am an at-will employee and may be terminated with or without just cause at any time by the BOCES. I am also aware that I may resign from employment at any time by giving notice within the proscribed amount of time as stated in the collective bargaining agreement, or if not addressed by the collective bargaining agreement or applicable policy, then by law. If I am chosen for employment by the BOCES, I agree to conform to its rules and regulations as set forth in the BOCES policies, administrative regulations, operational procedures and contracts. I acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the BOCES at any time at the BOCES’ sole discretion without prior notice to me. I certify that I am available immediately for employment, and that by accepting employment with the BOCES, I will not be violating any other contracts or restrictive covenants. Pursuant to the School Finger Printing Law (2000 New York Laws, Chapter 180), I understand that I will not be eligible for employment and can be discharged by the BOCES if the New York State Education Department does not clear me for employment after my fingerprints are reviewed by the Division of Criminal Justice Services. If requested by the BOCES in connection with this application, I will take a physical examination. I agree that the examining authority may disclose the findings of these examinations to the BOCES and that my initial employment is conditioned upon meeting the requirements of that examination as established by the BOCES.

**This employment application will be valid for one (1) year from the date it is received.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p>It is Wayne-Finger Lakes BOCES’ policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES’ non-discrimination policies and grievance procedures or Title IX should be directed to:</p>		
<p>Quinn M. Smith, Director of Human Resources                  Administrative Offices, Regional Support Center                  131 Drumlin Court, Eisenhower Building                  Newark, NY 14513-1863                  Telephone: (315) 332-7282                  Email: Quinn.Smith@wflboces.org</p>		<p>U.S. Department of Education                  New York Office                  Office for Civil Rights                  32 Old Slip, 26th Floor                  New York, NY 10005-2500                  Telephone: (646) 428-3800                  Email: OCR.NewYork@ed.gov</p>

**To be completed by Tutor applicants only:**

## SUBJECTS YOU ARE QUALIFIED & WILLING TO TUTOR

Please check as many as apply

- |  |   |
|--|---|
| <input type="checkbox"/> All K—6               | <input type="checkbox"/> English                |
| <input type="checkbox"/> Social Studies        | <input type="checkbox"/> Latin                  |
| <input type="checkbox"/> Earth Science         | <input type="checkbox"/> Biology                |
| <input type="checkbox"/> Reading               | <input type="checkbox"/> Chemistry              |
| <input type="checkbox"/> Business              | <input type="checkbox"/> Physics                |
| <input type="checkbox"/> Art                   | <input type="checkbox"/> Music                  |
| <input type="checkbox"/> Special Education K—6 | <input type="checkbox"/> Special Education 7—12 |
| <input type="checkbox"/> Health                | <input type="checkbox"/> Spanish                |
| <input type="checkbox"/> French                | <input type="checkbox"/> German                 |
| <input type="checkbox"/> Other Language, _____ |   |
| <input type="checkbox"/> Math, level (s) _____ |   |

## PREFERRED WORK LOCATIONS

Please check as many as apply; NOTE: not all districts participate in this service every year

- |  |  |
|--|--|
| <input type="checkbox"/> Bloomfield                          | <input type="checkbox"/> North Rose-Wolcott                  |
| <input type="checkbox"/> Canandaigua                         | <input type="checkbox"/> Palmyra-Macedon                     |
| <input type="checkbox"/> Clyde-Savannah                      | <input type="checkbox"/> PennYan                             |
| <input type="checkbox"/> Dundee                              | <input type="checkbox"/> Phelps-Clifton Springs(Midlakes)    |
| <input type="checkbox"/> Gananda                             | <input type="checkbox"/> Red Creek                           |
| <input type="checkbox"/> Geneva                              | <input type="checkbox"/> Romulus                             |
| <input type="checkbox"/> Gorham-Middlesex (Marcus Whitman)   | <input type="checkbox"/> Seneca Falls                        |
| <input type="checkbox"/> Honeoye                             | <input type="checkbox"/> Sodus                               |
| <input type="checkbox"/> Lyons                               | <input type="checkbox"/> Victor                              |
| <input type="checkbox"/> Manchester-Shortsville (Red Jacket) | <input type="checkbox"/> Waterloo                            |
| <input type="checkbox"/> Marion                              | <input type="checkbox"/> Wayne                               |
| <input type="checkbox"/> Naples                              | <input type="checkbox"/> Williamson                          |
| <input type="checkbox"/> Newark                              | <input type="checkbox"/> Area hospitals to include Rochester |

## DAYS AVAILABLE

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

## TIMES AVAILABLE

- Morning
- Afternoon
- Evening

**RETURN YOUR COMPLETED APPLICATION TO**

HUMAN RESOURCES  
Wayne-Finger Lakes BOCES  
Eisenhower Building  
131 Drumlin Court  
Newark, NY 14513-1863

For Questions, Call:  
(315) 332-7291 for non-certified positions and substitutes  
(315) 332-7296 for certified positions  
(315) 332-7211 for Tutors