

SENECA FALLS CENTRAL SCHOOL

P.O. BOX 268

SENECA FALLS, NEW YORK 13148

SUPPORT STAFF APPLICATION

It is important that the application is filled out completely. Failure to complete the application will result in the application being rejected. Note: Substitute support staff applicants must complete a Seneca County Civil Service Application. Civil Service applications may be obtained at the Seneca County Personnel Office, 1 DiPronio Drive, Waterloo, NY or on the Seneca County website (www.co.seneca.ny.us). The district will contact the Seneca County Personnel Office to obtain an applicant's civil service application if necessary.

Additionally, New York State Education Law requires that all employees of school districts be fingerprinted prior to employment.

After your application and references have been received, you may be considered for employment.

Thank you for your interest in serving the children of the Seneca Falls Central School District. If you have any questions regarding the application, please call the district office (315) 568-5818.

Position applying for:			
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Cleaner	<input type="checkbox"/> School Monitor	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Custodian	<input type="checkbox"/> Teacher Aide	<input type="checkbox"/> Other _____
<input type="checkbox"/> Food Service Helper	<input type="checkbox"/> Sr. Typist/Typist	<input type="checkbox"/> Mechanic	

FULL NAME _____ Tel. _____

ADDRESS _____
Street City State Zip

E-mail: _____

Social Security # _____ Are you presently employed? Yes No

If yes, please indicate employer: _____

Present Salary if Employed: \$ _____
Annually Bi-weekly Weekly Hourly

EDUCATIONAL AND PROFESSIONAL TRAINING: Please include name and address of the institution, the dates attended and any degree or diploma received.

High School: _____

Jr. College: _____

College: _____

Special: _____

Are you a member of N.Y.S. Employees' Retirement System? Yes No

If yes, please indicate membership number: _____

Work Experience: (Please use separate sheet if needed)

Current or Last Employer: _____

Address: _____

Position & Duties: _____

Reason for Leaving: _____

Supervisor & Contact Information: _____

Current or Last Employer: _____

Address: _____

Position & Duties: _____

Reason for Leaving: _____

Supervisor & Contact Information: _____

Current or Last Employer: _____

Address: _____

Position & Duties: _____

Reason for Leaving: _____

Supervisor & Contact Information: _____

Three Personal References: References should not be related to you either by blood or marriage. Please note: We need complete information including names, addresses (including street numbers and/or post office box numbers), zip codes and phones numbers. Failure to provide requested information will result in the application being rejected.

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

The District reserves the right to contact any prior employers and/or the personal references listed.

I hereby certify that the facts on this employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application will be considered grounds for dismissal. I have no objections to necessary inquiry regarding my character and qualifications.

Date

Signature

Employment discrimination because of race, color, religion, national origin, sex, age, or mental/physical disability is prohibited by Law. Positions of employment are subject to all applicable Laws, Regulations of the Commissioner of Education, Civil Service Regulations, Board of Education Resolutions/Policies, Administrative Regulations, and Contracts of Agreements.

District Office Use Only:

_____ **Approved Civil Service Application Received**
(date)

_____ **Board of Education Approved**
(date)

_____ **Effective Date**
(date)

_____ **Fingerprint Clearance**
(date)

08/13/2015

