

Brentwood Union Free School District

Human Resources
52 Third Avenue
Brentwood, NY 11717
(631) 434-2331

Thank you for your interest in working for the Brentwood School District as a **Call-In Office Assistant**.

Please be advised that when you apply for a call-in office assistant position, it is on a Call-In as needed basis (you will be called if someone is out and in need of a substitute). In addition, you are required to be fingerprinted **prior** to working, and there is a charge that goes to the New York State Education department to process your fingerprints.

All applications with requirements listed below must be mailed or delivered by appointment only to the Human Resources Office at 52 Third Avenue, Brentwood, NY 11717. Applications can also be emailed to Carolina.Sosa@bufsd.org.

Requirements to complete an application.

- High School Diploma
- Resume
- Fingerprint Clearance
- 3 References *(must be in a sealed envelope or can be emailed to Carolina.Sosa@bufsd.org)
- Photo ID
- Original Social Security Card

Please be aware that the call-in (substitute) office assistant rate is \$15.00 per hour.

**BRENTWOOD UNION FREE SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
Anthony F. Felicio Administration Building
Brentwood, New York 11717**

EMPLOYMENT APPLICATION – CALL-IN OFFICE ASSISTANT

THE BRENTWOOD UNION FREE SCHOOL DISTRICT ADHERES TO FEDERAL LAWS PROHIBITING DISCRIMINATION ON ANY APPLICANT BECAUSE OF RACE, CREED, COLOR NATIONAL ORIGIN, HANDICAP, SEX, AGE, MARITAL STATUS OR SEXUAL PREFERENCE.

PLEASE PRINT

POSITION DESIRED- CALL-IN OFFICE ASSISTANT

LAST NAME

FIRST NAME

M.I.

MAILING ADDRESS

TELEPHONE#

1. Have you ever worked for the Brentwood School District? _____
If yes, please indicate position held. _____
2. Have you ever been convicted of any crime (felony or misdemeanor)? _____
3. Do you have any pending arrests? _____
Signature _____ Dates _____
4. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? _____
5. Did you ever resign from any employment rather than face dismissal? _____
6. Did you ever receive a discharge from the Armed Forces of the United States that was other than honorable or was issued under other than honorable circumstances? _____

If you answered **YES** to questions 2 through 6, you **MUST** give specifics in the **COMMENTS** section below:

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying. Background investigations may be conducted on all candidates considered for employment. A false statement may result in the disqualification of your application.

COMMENTS:

EDUCATION:

1. Have you graduated from senior high school? _____ If so, what year? _____

Name of School _____

Location _____

2. If you have a high school equivalency diploma, indicate:

Issuing Authority _____

Date _____

3. If you did **NOT** graduate from high school, indicate highest school year completed _____

4. List College, University or Professional School Attended:

School _____

Dates Attended _____ Date Graduated _____

Degree/Certificate/Credits Received _____

School _____

Dates Attended _____

Degree/Certificate/Credits Received _____

DRIVER'S LICENSE

1. Circle the class of your New York State Motor Vehicle License

1 2 3 4 5 6 A B C D E M

2. Date of Expiration _____ ID Number _____

LICENSES

If you have obtained a license, certificate or other authorization to practice a trade or profession, please fill in below:

1. Name of Trade or Profession _____

2. License Number _____

3. Granted by (licensing agency) _____

4. Specialty _____

5. Date License First Issued _____

6. Registered From _____ To _____

LENGTH OF EMPLOYMENT MO. YR. MO. YR. FROM / TO /	FIRM NAME	ADDRESS	TELEPHONE#
EARNINGS (Circle One) /WK /MO /YR	DUTIES:		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
SUPERVISOR'S TITLE			
Average no. of hrs. worked per week exclusive of overtime			
LENGTH OF EMPLOYMENT MO. YR. MO. YR. FROM / TO /	FIRM NAME	ADDRESS	TELEPHONE#
EARNINGS (Circle One) /WK /MO /YR	DUTIES:		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
SUPERVISOR'S TITLE			
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EARNINGS (Circle One) /WK /MO /YR	DUTIES:		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
SUPERVISOR'S TITLE			
Average no. of hrs. worked per week exclusive of overtime			

REFERENCES

It is the responsibility of the candidate to make sure all references are on file in the Human Resources Office. (Reference forms are attached. Relatives may not be used as references).

NAME	ADDRESS	TELEPHONE #

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL BE DISCARDED AT THE END OF THE SCHOOL YEAR

I CERTIFY THAT THE AFOREMENTIONED INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE OR INCOMPLETE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR DISQUALIFICATION OR DISMISSAL REGARDLESS OF THE DATE OF DISCOVERY

DATE: _____ SIGNED _____

THE BRENTWOOD PUBLIC SCHOOLS COMPLIES WITH TITLE IX GUIDELINES AND IS AN EQUAL OPPORTUNITY EMPLOYER.

PLEASE RETURN TO:

Brentwood Union Free School District
Anthony F. Felicio Administration Center
Human Resources Department
52 Third Avenue
Brentwood, NY 11717

OFFICE ASSISTANT REFERENCE FORM

_____ is applying for the position of: **Call-In Office Assistant**
in the Brentwood Public School District. Please give us your most candid opinion of this person's performance in this position.
Your reply will be strictly confidential.

	P O O R	F A I R	A A G E	G O O D	E X C E L L E N T	U N K N O W N
Personal Qualities						
Tact						
Use of voice						
Energy level						
Initiative						
Responsibility						
Trustworthiness						

	P O O R	F A I R	A A G E	G O O D	E X C E L L E N T	U N K N O W N
Professional and Social Qualities						
Ability to deal with the public						
English usage, written and verbal						
Intellectual ability						
Cooperation						
Response to criticism						
Following directions						
Reasoning ability						
Understanding children						

Is there any reason that the applicant might not be successful in this job? Yes _____ No _____

If yes, describe _____

Would you hire the applicant to work in a Public School? Yes _____ No _____

What is your relationship to the applicant and how long have you known him/her?

Your Signature

Print Your Name

Your Telephone No.

Your Position

Today's Date

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