

# MILLER PLACE UNION FREE SCHOOL DISTRICT

7 Memorial Drive  
Miller Place, New York 11764  
Phone (631) 474-2700  
Fax (631) 474-9892

## APPLICATION FOR EMPLOYMENT – CIVIL SERVICE

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

### POSITION DESIRED

Secretarial – Clerical  
Teacher Aide - Monitor  
Custodial – Maintenance  
Security  
Nurse  
Other

Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. Please check preferences:      Part Time      Full Time      Substitute      Night      Day Shift
2. When will you be available to accept appointment? \_\_\_\_\_
3. Will you accept temporary assignments with us while awaiting an opportunity for permanent appointment?  
Yes      No
4. Have you taken a Suffolk County Civil Service Exam?      Yes      No
5. If yes please state title of exam, date taken, and grade \_\_\_\_\_  
\_\_\_\_\_
6. Have you been previously employed by this district?      Yes      No
7. Do you have any relatives currently employed by the Miller Place School District?      Yes      No  
If yes who is employed and what title do they hold \_\_\_\_\_
8. Are you over 18 years of age?      Yes      No
9. Are you eligible or authorized to work in the United States?      Yes      No
10. Do you have any physical impairments which would prevent you from performing the job for which you have applied?      Yes      No
11. Military Service Branch \_\_\_\_\_ Years of Service \_\_\_\_\_  
Military Rank \_\_\_\_\_ Duties \_\_\_\_\_  
Type of Discharge \_\_\_\_\_ Reserve Status \_\_\_\_\_
12. Have you ever served as a volunteer firefighter?      Yes      No
13. Have you ever been convicted of a felony?      Yes      No  
If yes, explain briefly \_\_\_\_\_  
\_\_\_\_\_
14. Are you now, or have you ever been, a member of a group or organization advocating the violent overthrow of our form of government?      Yes      No

**Clerical Applicants:**

Personal Computer Use:      Mac            Microsoft Windows            Tablet

Software Knowledge and Use: \_\_\_\_\_

Other Office Equipment Prior Use: \_\_\_\_\_

**Custodial and Maintenance Applicants:**

Check any of the following jobs you have done:

Plastering            Carpentry            Plumbing            Pipefitting

Custodial            Concrete            Masonry            Gardening

Welding            Mechanical            Electrical

Drivers Licenses:      Drivers            Truck

Supervision: Have you ever been an instructor or supervisor?      Yes      No

If yes, maximum number of people supervised \_\_\_\_\_

Type of work involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate any prior work experience or information that would further qualify you for the position you seek: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

	Highest Grade Completed	Name and Location of School	Type of Course and Diploma
Grade School			
High School			
College			
Other Schools			

## EXPERIENCE (All employees will be asked to verify employment)

Firm Name and Address	Dates of Employment	Title, Duties, Reason for Leaving	Name of Supervisor

## REFERENCES

Name	Address	Phone	Years Known

I affirm that the answers I have given on this application for employment are true, complete and correct to the best of my knowledge. I understand that false information will be considered grounds for immediate dismissal if I should be employed by the school district.

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Date

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Signature