



Clarence Central School District

9625 Main Street ♦ Clarence, New York 14031-2083 ♦ (716) 407-407-9124 ♦ www.clarenceschools.org

Application for Non-Instructional Employment

Position Requested

Full-time Part-time Substitute

Teacher Aide Monitor Clerical Registered Nurse Bus Driver Bus Attendant
 Auto Mechanic Custodial Maintenance Mechanic

Personal Information

NAME _____ SSN _____

ADDRESS _____

PHONE _____ E-mail address _____

Have you ever worked for us before? Yes No If yes, when? _____

Do you have any relatives/friends who are currently working for the Clarence Central School District? If so, please list the. _____

Are you a member of the Employees Retirement System? Yes No

Retirement number _____

Have you been fingerprinted in accordance with Education Law? Yes No

Have you been dismissed from, resigned from, entered into a settlement agreement or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct? Yes No

Have you ever resigned in lieu of being terminated from employment? Yes No

Criminal History

(A conviction will not necessarily disqualify you from employment. Factors such as the length of time since the offense(s), your age at the time of the offense(s), the seriousness and nature of the offense(s), rehabilitation, and the relationship of the offense(s) to the job duties will be considered.)

Have you ever been convicted of any offense, whether a felony, misdemeanor or violation, other than a minor* traffic violation? (*DUI, DUA1 or DWI convictions are not minor and must be reported). **[Do not include sealed convictions or convictions resolved by a youthful offender adjudication]** Yes No

Do you currently have any pending arrests or criminal investigation against you? Yes No

If you answered yes to any of the above questions in this section, please state the nature and date(s) of the conviction(s) and, if applicable, date(s) of release from prison and any information regarding rehabilitation:

Education

Name of school and location	Course or Major	Graduated?	Years Attended
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____
Business/Trade School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____

Employment History

Please begin with most recent employer.

Dates	Name and address of employer	Supervisor's name, title and telephone	Reason for leaving
From:			
To:			

Summarize the nature of the work you performed and your major responsibilities: _____

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From:			
To:			

Summarize the nature of the work you performed and your major responsibilities: _____

Dates	Name and address of employer	Supervisor's name, title and telephone	Reason for leaving
From:			
To:			

Summarize the nature of the work you performed and your major responsibilities: _____

References

Please list 3 references who have knowledge about your character and professional abilities.

Name	Position	Mailing Address	Telephone
1.			
2.			
3.			

Please fill out additional information for the particular position for which you are applying for only:

Clerical

Keyboard Skills? Yes No Computer Skills? Word Excel Adobe PDF

Have you taken any Civil Service examinations for clerical positions? Yes No

If so, when? _____ Exam title _____ Score _____

Registered Nurse (School)

Do you hold a current New York State RN license? Yes No Expiration Date _____

Maintenance Mechanic

Job titles in this area include: Laborer, Grounds worker and Maintenance Mechanic (Carpenter, Electrician, Plumber etc...)

Please list any certifications related to the position: _____

Type of Driver Licence _____

Custodial

Job titles in this area include Cleaner, Custodian, Senior Custodian, Head Custodian

Do you have any experience or training in institutional cleaning? Yes No

If yes, please explain _____

Have you ever supervised others in an institutional cleaning operation? Yes No

If yes, please explain _____

Have you ever taken any Civil Service examinations for custodial positions? Yes No

If so, when? _____ Exam title _____ Score _____

Transportation

Job titles in this area include: Head Bus Driver, Bus Driver, Bus Attendant and Auto Mechanic

In addition to this application, all potential transportation personnel are required to complete and attach to this application the following:

- **Form DS-870**
- **3 letters of reference concerning moral character and reliability**

The above mentioned letters must be returned to the Human Resources Office within ten days of the completion of this application.

