

## **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-timePart-timeSubstitute  |  |  |  |  |
| Teacher AideMonitorClericalRegistered NurseBus DriverBus Attendant  |  |  |  |  |
| Auto MechanicCustodialMaintenance Mechanic  |  |  |  |  |
|   |  |  |  |  |
| Personal Information  |  |  |  |  |
| NAMESSN   |  |  |  |  |
| 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  |  |  |  |  |
|   |  |  |  |  |
| <u>Criminal History</u>   |  |  |  |  |
| (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, DUAI 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 <u>pending</u> 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:  |  |  |  |  |
|   |  |  |  |  |

| Name of school   | and location                       | Course or  | r Major                         | Graduated?          | Years Attended     |
|--|------------------------------------|--|---------------------------------|---------------------|--------------------|
| High School:   |                                    |  |                                 | Vas No              | to                 |
| 2.11   |                                    |  |                                 | L les Livo          |                    |
| College:   |                                    |  |                                 | Yes No              | to                 |
| Business/Trade School:   |                                    |  |                                 | Yes No              | to                 |
| Other:   |                                    |  |                                 | Yes No              | to                 |
|  |                                    |  |                                 |                     |                    |
| Employmo   | at History                         |  |                                 |                     |                    |
| Employmer  |                                    |  |                                 |                     |                    |
| Please begin with Dates  | most recent employ<br>Name and add | yer.<br>dress of employer  | Supervisor's name, t            | itle and telephone  | Reason for leaving |
| From:  |                                    | . ,  |                                 |                     |                    |
| Го:  |                                    |  |                                 |                     |                    |
|  | ture of the work vo                | u performed and your major respon  | nsibilities:                    |                     |                    |
|  | nare or me work jo                 | a portormoa ana your major respon  |                                 |                     |                    |
|  |                                    |  |                                 |                     |                    |
|  |                                    |  |                                 |                     |                    |
| Dates  | Name and add                       | dress of employer  | Supervisor's name,              | title and telephone | Reason for leavin  |
|  | Name and add                       | dress of employer  | Supervisor's name,              | title and telephone | Reason for leavin  |
| From:  | Name and add                       | dress of employer  | Supervisor's name,              | title and telephone | Reason for leavin  |
| From:<br>To:   |                                    | dress of employer u performed and your major respon  |                                 | title and telephone | Reason for leavin  |
| From:<br>Fo:   |                                    |  |                                 | title and telephone | Reason for leavin  |
| From:<br>Fo:   |                                    |  |                                 | title and telephone | Reason for leavin  |
| From:<br>To:<br>Summarize the na   | ture of the work yo                |  |                                 |                     | Reason for leavin  |
| Dates From: To: Summarize the na Dates From:   | ture of the work yo                | u performed and your major respor  | nsibilities:                    |                     |                    |
| From: To: Summarize the na Dates From:   | ture of the work yo                | u performed and your major respor  | nsibilities:                    |                     |                    |
| From: To: Summarize the na Dates From:   | Name and add                       | u performed and your major respor  | Supervisor's name,              |                     |                    |
| From: To: Summarize the na  Dates From:  | Name and add                       | u performed and your major respon  | Supervisor's name,              |                     |                    |
| From: To: Summarize the na  Dates From:  | Name and add                       | u performed and your major respon  | Supervisor's name,              |                     |                    |
| From:  Γο: Summarize the na  Dates From:   | Name and add                       | u performed and your major respon  | Supervisor's name,              |                     |                    |
| From:  From:  Summarize the na  Dates  From:  Fo:  Summarize the na                                  | Name and add                       | u performed and your major respon  | Supervisor's name,              |                     |                    |
| From:  From:  Summarize the na  Dates  From:  Fo:  Summarize the na                                  | Name and add                       | u performed and your major responders  dress of employer  u performed and your major responder   | Supervisor's name,              |                     |                    |
| From: Fo: Summarize the na Dates From: Fo: Summarize the na References Please list 3 references Name | Name and add                       | u performed and your major respondences of employer u performed and your major respondences and your major respondences about your character and p | Supervisor's name, nsibilities: |                     | Reason for leavin  |
| From:  From:  Dates  From:  Summarize the na  Dates  From:  References  Please list 3 references     | Name and add                       | u performed and your major respondences of employer u performed and your major respondences and your major respondences about your character and p | Supervisor's name, nsibilities: |                     | Reason for leavin  |

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.

| Personal Statement  |   |
|---|---|
| Please use this space to identi<br>contribute to your ability to pe | fy significant or noteworthy skills, strengths, experience, etc. that would erform the job.   |
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|   |   |
| background and experience re<br>information gathered by the C       | uthorizes the Clarence Central School District to conduct an inquiry into my eqarding my application for employment. I waive my right to access any Clarence Central School District regarding the inquiry and, without limitation, Central School District and the reference sources from any liability in connection or its subsequent use. |
|   | the best of my knowledge the statement and information I have provided in this ect. I understand that falsification on any part of this is sufficient grounds for nent or dismissal, if hired.  |
| Signature of Applicant  | Date  |

To complete the application process, please forward this application to:

Assistant Superintendent for Human Resources Clarence Central School District 9625 Main Street Clarence, NY 14031-2083

The Clarence Central School District does not discriminate on the basis of age, race, creed, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status.