

CHESTER UNION FREE SCHOOL DISTRICT

64 Hambletonian Avenue
Chester, NY 10918
(845) 469-5052 Fax (845) 469-2377

EMPLOYMENT APPLICATION (Non-Instructional)

(Please type or print)

Please read all instructions. Note: All parts of the application must be completed. Return all materials to: The Superintendent of Schools at the above address.

DATE _____

POSITION APPLIED FOR _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS _____

PHONE #'s Home: _____ Cell: _____

SOCIAL SECURITY # _____

SCHOOL DISTRICT OF RESIDENCE _____

1. If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ YES _____ NO
2. Are you available to work? FULL TIME _____ PART TIME _____
3. Are you presently employed? _____
4. May we contact your current employer? _____ YES _____ NO
5. Date you can start work _____
6. Are you a member of the NYS retirement system? _____ YES _____ NO
7. Are you a citizen of the United States? _____ YES _____ NO
8. Are you a retiree from NYS or any civil division thereof? _____ YES _____ NO
9. Are you an exempt fireman? _____ YES _____ NO
10. Are you prevented from lawfully being employed because of visa or immigration status? _____ YES _____ NO
11. Please give alien registration number _____

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12. Have you ever served in the Armed Forces of the United States on a full-time active duty basis other than active duty for training purposes? YES NO
- a. If "YES", did you receive a discharge which was honorable or were you released under honorable circumstances? YES NO
- b. Were you a resident of New York State on the date of your initial entry into the Armed Forces of the United States? YES NO
13. Were you ever dismissed from any employment for reasons other than lack of work or funds? YES NO
14. Did you ever resign from any employment rather than face dismissal? YES NO
15. Have you ever been convicted of any crime (felony or misdemeanor)? YES NO
16. Are you under charges for any crime? YES NO
17. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? YES NO
18. Have you any objections to this department making inquiry regarding your character or qualifications from:
your former employer? YES NO
your present employer? YES NO
If answer is YES, please explain under REMARKS.

19. EDUCATION:

- a. If you have a high school General Equivalency Diploma, indicate the issuing Government Authority _____
Number and/or Date of Issue _____
- b. Have you graduated from high school? YES NO

If no, give highest grade completed _____

If yes, give name and location of high school:

_____, _____
Name of High School Location

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Firm Name _____

Address _____
Street City State

Your title _____

Your duties _____

Supervisor's Name _____

No. of hours worked/week (exclusive of overtime) _____

Employment dates: From _____ **To** _____
mo/yr mo/yr

Firm Name _____

Address _____
Street City State

Your title _____

Your duties _____

Supervisor's Name _____

No. of hours worked/week (exclusive of overtime) _____

Employment dates: From _____ **To** _____
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REMARKS:

Briefly describe why you are particularly suited for this job:

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application for employment are subject to investigation and verification.)

Date

Signature of Applicant

Please print any other surname (last name) by which you are or have been known.

NOTE: Check to make sure all applicable questions have been answered. An incomplete application may result in its disapproval. A resume and letters of reference may be attached.

MAIL OR DELIVER TO: CHESTER UNION FREE SCHOOL DISTRICT
64 Hambletonian Ave
Chester, NY 10918

CHESTER UNION FREE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

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REFERENCES

Please list three references from people who had responsibility for evaluating your work.

	<u>Name/Title</u>	<u>Address</u>	<u>Phone</u>
1.			
2.			
3.			

Signature of Applicant	Date

The Chester Union Free School District operates all programs in compliance with federal and state laws which prohibit discrimination on the basis of race, color, religion or creed, national origin, sex, age, disability, or marital status.

FOR OFFICIAL USE ONLY

1. RECOMMENDATIONS FOR EMPLOYMENT BY:

A. Previous Employer _____

B. Personal References _____

2. INTERVIEWED AND RECOMMENDATION BY:

Date of Interview

Interviewed by:

Recommendation:
