

SWEET HOME CENTRAL SCHOOL DISTRICT

1901 SWEET HOME ROAD
AMHERST, NEW YORK 14228

NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

The Sweet Home Central School District is an equal opportunity employer and does not discriminate on the basis of color, religion, gender, marital status, age, national origin, disability, creed, sex, sexual orientation, status as a disabled or Vietnam Veteran or any other basis protected by law (unless a bona fide occupational qualification applies).

The Sweet Home Central School District complies with the Americans with Disabilities Act and will consider all requests for reasonable accommodations on a case-by-case basis. If you require a reasonable accommodation at any stage of the application or interview process, please contact Finune O. Shaibi, Director of Human Resources at 716-250-1413.

I understand that completion of this Employment Application does not guarantee that I will be employed by the district.

Date: _____

*Employment applications are considered active for one year following the date of receipt of application.

Name: _____
(Last) (First) (Middle) (**Other)

**Optional: If additional information relative to a change of name, use of an assumed name or nickname is necessary to enable a check of your work, education or other record, please indicate that name and explain:

Address: _____
(Street) (City) (State) (Zip Code)

Alternate Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____ / _____ / _____
(Primary) (Alternate) (Other)

E-mail address: _____

Are you 18 years of age or older? _____ If not, state your age _____

Are you legally authorized to work in the United States? _____ Yes _____ No

Are you acquainted with or related to any District employee? _____ Yes _____ No

If yes, please provide the name and position _____

For applicants for positions which may require you to drive:

Do you possess a valid NYS Driver's License? _____ Yes _____ No

If yes, Type: _____ Exp. Date: _____

Have you ever applied to the district before? _____ Yes _____ No

If yes, what position? _____ Approximate date (mo/yr): _____

POSITION APPLYING FOR (Check all that apply)

I wish to be considered for:

Full-Time _____ Part-Time _____ Substitute Position _____ Yes _____ No

Availability Date: _____ Salary Expected: _____

Position(s):

- BUS ATTENDANT
- BUS DRIVER
- BUS MECHANIC
- MONITOR (hall, cafeteria)
- TEACHER AIDE
- CLERICAL
- REGISTERED NURSE
- LABORER/CLEANER
- GROUNDS
- MAINTENANCE MECHANIC
- CUSTODIAN
- COMPUTER TECHNICIAN
- FOOD SERVICE HELPER

Passed Civil Service Exam? _____ Yes _____ No

Title of Exam: _____ Date: _____

EXPERIENCE/SKILLS

Clerical:

- Accounting
- Bookkeeping
- Computer Literacy
- Payroll
- Typing (WPM)
- Microsoft Office (Word, Excel, Access)

Please describe these experiences, including the dates during which you obtained this experience and where you were working: _____

Plant Maintenance:

- Boiler Operation
- Carpentry
- Electrical Heating/Ventilating
- Landscaping
- Welding
- Operation of Heavy Equipment
- Painting
- Small Equipment Repair
- Shipping/Receiving/Inventory

Please describe these experiences, including the dates during which you obtained this experience and where you were working: _____

Other Experience:

- Nursing
- Registered Nurse
- Licensed Practical Nurse
- Group Supervision
- Other:

Please describe these experiences, including the dates during which you obtained this experience and where you were working: _____

Please list any other special training or in-service education that you feel are relevant to the position you seek (i.e. First Aid/CPR): _____

Please list professional activities/organizations/offices/honors that you feel are relevant to the position you seek: _____

Please list any special talents/abilities/interests/hobbies that you feel are relevant to the position you seek: _____

EDUCATIONAL BACKGROUND

NAME, ADDRESS, CITY AND STATE	HIGHEST YEAR COMPLETED	DIPLOMA (YES/NO)	DEGREE OBTAINED (NAME OF DEGREE)
HIGH SCHOOL:	9 10 11 12		
COLLEGE OR OTHER:	1 2 3 4		
COLLEGE OR OTHER:	1 2 3 4		
GRADUATE SCHOOL:	1 2 3 4		
BUSINESS/TRADE/OTHER:	1 2 3 4		

EMPLOYMENT HISTORY (List chronologically all experience)

EMPLOYER & ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT	F/T OR P/T	POSITION HELD/DUTIES	REASON FOR LEAVNG	SUPERVISOR'S NAME AND PHONE NUMBER	NOTES
	TO					
	TO					
	TO					
	TO					

May we contact the employers listed above? If not, indicate which one(s) you do not wish to contact and explain why not? _____

Have you previously worked for the District? _____ Yes _____ No

If yes, what was your position?

If yes, what are your reasons for leaving? _____

Have you ever been denied permanent status as a Civil Service employee anywhere?

_____ Yes _____ No

Are you the subject of any pending investigation and/or disciplinary charges pertaining to employment?

_____ Yes _____ No

Have you ever been the subject of an investigation by a school district or any other employer?

_____ Yes _____ No

Have you ever 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 to avoid denial of permanent status as a Civil Service employee?

_____ Yes _____ No

Have you ever been asked to leave a place of employment (or volunteer position) or resigned in lieu of being terminated?

_____ Yes _____ No

*If you answered yes to any of the previous questions on this page, please explain in full below:

CRIMINAL HISTORY

(A conviction will not necessarily disqualify you from employment. Factors such as age and date of conviction, the seriousness and nature of the crime, rehabilitation, and the relationship of the crime 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, DUAJ or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as a youthful offender)**

_____ Yes _____ No

Have you ever pled guilty to any offense, whether felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAJ or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as a youthful offender)**

_____ Yes _____ No

Have you ever pled nolo contendere or no contest to any offense, whether felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAJ or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as a youthful offender)**

_____ Yes _____ No

Do you currently have any pending arrests or criminal investigations against you at this time?

_____ Yes _____ No

*If you answered yes to any of the above questions in this section, please state the nature and the dates of convictions(s) or plea(s) and, if applicable, date(s) of release from prison. _____

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

Were you cleared from the New York State DCJS and FBI? _____ Yes _____ No

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the District?

_____ Yes _____ No

PROFESSIONAL REFERENCES

Name _____ Title/Relationship _____

Home Address _____ Home Phone Number _____

Occupation _____ Business Phone Number _____

Years Known _____

Name _____ Title/Relationship _____

Home Address _____ Home Phone Number _____

Occupation _____ Business Phone Number _____

Years Known _____

Name _____ Title/Relationship _____

Home Address _____ Home Phone Number _____

Occupation _____ Business Phone Number _____

Years Known _____

CONDITIONS OF EMPLOYMENT

I, _____ (print name), hereby grant permission to the Sweet Home Central Schools, to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background.

Pursuant to the New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by wither the District, NYSED, NYS DCJS or the FBI to effectuate a criminal background check.

I hereby affirm that the information set forth in this application is compete, accurate and true to the best of my knowledge. I further affirm that I have read the completed application and have not withheld any information or response to any questions. I understand and agree that any misrepresentation or omission of face on this application or during the interview process, regardless of when it is discovered, may result in the refusal of employment, or if I have already been employed, constitute cause for my immediate termination. References and personal information which became part of this record are to be regarded as confidential and will not be revealed to me.

I hereby indemnify, release and forever discharge and hold Sweet Home Central Schools and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgement and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

If requested by the District in connection with its application, I will take a physical examination. I agree that the examining authority may disclose the findings of these examinations of the District and that my initial employment is conditioned upon meeting the requirements of that examination as established by the District.

In the event that I am employed, I agree to conform to the District’s rules and regulations.

Signature of Applicant

Printed Name of Applicant

Date