

**MIDDLE COUNTRY CENTRAL
SCHOOL DISTRICT**

Centereach, New York 11720



APPLICATION FOR CLASSIFIED APPOINTMENT*

Name: _____
 Last **First** **Middle**

Address: _____
 Street

 City **State** **Zip**

Telephone: Home: _____ **Cell:** _____

E-Mail Address: _____

TYPE OF WORK DESIRED

- | | | | |
|------------------|--------------------------|-------------|--------------------------|
| Secretarial | <input type="checkbox"/> | Maintenance | <input type="checkbox"/> |
| Registered Nurse | <input type="checkbox"/> | Grounds | <input type="checkbox"/> |
| Teacher Aide | <input type="checkbox"/> | Bus Driver | <input type="checkbox"/> |
| Custodial | <input type="checkbox"/> | Monitor | <input type="checkbox"/> |
- Other (Specify) _____
(E.g. Food Service Worker, Security)

WORK PERIOD DESIRED

- | | | | |
|--------------|--------------------------|-------------|--------------------------|
| Full Time | <input type="checkbox"/> | Day Shift | <input type="checkbox"/> |
| Substituting | <input type="checkbox"/> | Night Shift | <input type="checkbox"/> |

Days Available: Mon Tues Wed Thurs Fri Sat Sun

Hours Available: _____

**Applicants may request any needed accommodation to participate in the application process.*

EMPLOYMENT HISTORY

FIRM NAME and **ADDRESS**	TITLE/REASON FOR LEAVING and DATES EMPLOYED	NAME and PHONE # OF SUPERVISOR
Present or last Employer		
Previous Employer		
Previous Employer		
Previous Employer		

May we contact above employers? Yes No
 If yes, please give phone number(s) above.

REFERENCES

Name	**Mailing or E-Mail Address**	Phone	Occupation

*****Information Required*****

UNITED STATES ARMED SERVICE RECORD

Number of Years	Branch	Highest Rank	Total Months

Did you receive a Dishonorable Discharge? Yes No

*Dishonorable Discharge is not an automatic bar to employment. Other factors will affect the final decision.
 Please indicate any relevant skills or experience you may have acquired in the Service.*

EDUCATION

CHECK HIGHEST GRADE COMPLETED	
GRADE	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/>
HIGH SCHOOL	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1 2 3 4
COLLEGE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1 2 3 4

NAME OF INSTITUTION

Elementary	
High School	
College	
Technical, Military, or other Training	

APPLICANT'S STATEMENT

Please provide any additional information which you think might be of value in our considering you for a position.

YES NO

*-Are you legally permitted to work in the United States?
-Are you related to any employee or member of the Board of Education?.....
(If yes, please specify the type of relationship. For example: Spouse, parent, sibling, child, aunt, uncle, grandparent or cousin)

Grid of checkboxes for YES and NO columns corresponding to the first two questions.

**Have you ever been convicted of or pled "GUILTY" or pled "NO CONTEST" to any offense (Felonies, Misdemeanors and Violations-except minor traffic infractions) in this state or elsewhere?.....
-Are any criminal charges pending against you in this state or elsewhere?.....
-Has a Family Court ever rendered a finding indicating you have abused or neglected a child?.....
-Have you ever had any professional certificate or license denied, revoked or suspended?.....
-Have you ever been discharged or required to resign from any position for reasons other than a lay off due to reduction in the work force?.....
-Have disciplinary charges ever been preferred against you by an employer?.....
-Were you found guilty of the disciplinary charges?.....
-Have you ever resigned from a position as an alternative to facing charges or dismissal?.....
-Have you ever been disqualified for employment in any civil service position?.....
-Have you ever received an unsatisfactory rating in conjunction with any employment?.....
-Have you ever been discontinued from any probationary service or denied tenure?.....
-Have you ever resigned as an alternative to termination of your probationary appointment?.....

Grid of checkboxes for YES and NO columns corresponding to the remaining 12 questions.

I certify that the facts and responses set forth in this application, or otherwise made by me, are true and complete to the best of my knowledge and belief. I authorize the investigation of all statements contained in this application, or otherwise made by me, as may be necessary in arriving at an employment decision. I understand that any false statements by me constitute sufficient cause for the rejection of this application or, if employed, grounds for dismissal. Filing an application does not guarantee employment. Placement on a substitute list does not guarantee full time employment.

Signature of Applicant

Date

Your application will remain on file for one year.

Box containing contact information: Please mail completed application to: Personnel Department, District Office, 8 43rd Street, Centereach, New York 11720. Or Fax completed application to: 1(631)738-2440.

This Middle Country Central School District, Centereach, New York 11720, does not discriminate on the basis of race, color, national origin, age, physical and/or mental disability or sex in its educational programs or employment.

*Proof of lawful employment eligibility will be required upon employment in accordance with the Immigration Reform and Control Act of 1986.

**A conviction or an arrest is not an automatic bar to employment. Other factors will be considered.