

Eden Central School District
8289 North Main Street
Eden, New York 14057

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: _____
Last First Middle

Please list any other name(s) by which you may have been known in the past if such names are relevant to pre-employment requests for information by the District: _____

Current Address: _____
Street

City State Zip

Telephone: _____

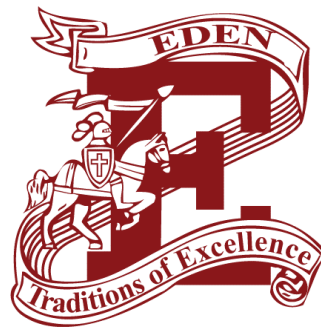
Permanent Address: _____
Street

City State Zip

Telephone: _____

Social Security Number: _____

✘ Are you 18 years of age or older? YES NO



Embrace
Educate
Empower

As an Equal Opportunity Employer, the Eden Central School District does not discriminate on the basis of race, color, age, sex, religion, national origin, marital status, disability, or status as a disabled or Vietnam era veteran.

ADDITIONAL PERSONAL INFORMATION

- ✂ Are you legally authorized to work in the United States of America? YES NO
- Have you ever served in the United States Armed Forces? YES NO
- If yes, did you receive a Dishonorable Discharge or a Bad Conduct Discharge? YES NO
If yes, please explain on a separate sheet. A Dishonorable Discharge or Bad Conduct Discharge is not an absolute bar to employment; other factors will affect the final decision.
- ✂ Have you ever been convicted of a crime? YES NO
If yes, please explain on a separate sheet. A Record of Conviction does not necessarily disqualify the applicant from employment consideration.
- ✂ Are there any criminal charges or proceedings against you pending? YES NO
If yes, please explain on a separate sheet.
- ✂ Have you ever been the subject of a report for child abuse, maltreatment, or neglect? YES NO
If yes, please explain on a separate sheet.
- ✂ List all current employees or officers of the District you are related to by blood or marriage and state the relationship: *(attach separate sheet if necessary)*
- Name: _____ Relationship: _____
- Name: _____ Relationship: _____
- Name: _____ Relationship: _____
- ✂ List all current employees or officers of the District you know personally and state how you know them: *(attach separate sheet if necessary)*
- Name: _____ Explain: _____
- _____
- Name: _____ Explain: _____
- _____
- ✂ Have you ever been released from employment, asked to resign, and/or denied permanent status/tenure? YES NO
If yes, please explain on a separate sheet.

REFERENCES

Give the names of three individuals who have closely observed your work in the position for which you are applying.

Reference 1

Reference 2

Reference 3

	Reference 1	Reference 2	Reference 3
Name			
Title/Occupation			
Years of Acquaintance			
Address: (Street)			
(City, State, Zip)			
Phone			

EMPLOYMENT HISTORY

List the most recent employment first.

Employer's Name & Address	Immediate Supervisor's Name & Title	Employed				Reason for Leaving
		<u>From:</u>		<u>To:</u>		
		Mo.	Yr.	Mo.	Yr.	
	Phone					

Position Title and Responsibilities:

Employer's Name & Address	Immediate Supervisor's Name & Title	Employed				Reason for Leaving
		<u>From:</u>		<u>To:</u>		
		Mo.	Yr.	Mo.	Yr.	
	Phone					

Position Title and Responsibilities:

Employer's Name & Address	Immediate Supervisor's Name & Title	Employed				Reason for Leaving
		<u>From:</u>		<u>To:</u>		
		Mo.	Yr.	Mo.	Yr.	
	Phone					

Position Title and Responsibilities:

EDUCATIONAL AND PROFESSIONAL PREPARATION

<i>High School</i>	<i>Major/Minor</i>		<i>Diploma</i>
Name:			
City/State:			
<i>College/University (Undergraduate)</i>	<i>Major</i>	<i>Minor</i>	<i>Degree</i>
Name:			
City/State:			
Name:			
City/State:			
<i>College/University (Graduate)</i>	<i>Major</i>	<i>Minor</i>	<i>Degree</i>
Name:			
City/State:			
Name:			
City/State:			

Date Available for Employment: _____ **Date Available for an Interview:** _____

Please read the following statements carefully, as they constitute conditions for employment with the Eden Central School District.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered. I hereby authorize the Eden Central School District and/or the Town of Eden Police Department or my local law enforcement agency to make any investigation of my personal history, employment record, and criminal record, and I specifically authorize the use of my Social Security Number for this purpose.

The persons, schools, current and prior employers named in this application are authorized by me to verify the information I have provided and to provide the District with information that may be requested by it to arrive at an employment decision. I agree that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release the District and the Town of Eden Police Department or my local law enforcement agency from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.

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

Signature of Applicant
Social Security Number
Date

This application will remain active for one year from the date of receipt by the school district.

Eden Central School District
8289 North Main Street
Eden, New York 14057

ADDENDUM TO APPLICATION FOR EMPLOYMENT
by
SUPPORT STAFF APPLICANT

POSITION(S) FOR WHICH YOU ARE APPLYING

(Check all positions for which you are applying.)

COMPETITIVE CLASSIFICATION

- Clerical *
- Custodial *
- Other * _____

NON-COMPETITIVE CLASSIFICATION

- Bus Driver
- Clerical (part-time)
- Registered Nurse
- Teacher's Aide
- Bus Attendant
- Day Care Provider
- Computer Aide
- Other _____

LABOR CLASSIFICATION

- Cleaner
- Cook
- Food Service Helper
- Groundsperson
- Laborer
- Mechanic
- Maintenance
- Other _____

EXEMPT AND/OR
MANAGERIAL/CONFIDENTIAL *

- Other _____

*If you checked a position for which you must take a Civil Service Examination, do you currently hold the title or are you on the appropriate Erie County Civil Service List? Yes No

Employment status you are seeking: _____ Full-time _____ Days _____ Substitute
_____ Part-time _____ Evenings

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered.

Signature of Applicant _____ Date _____

ADDITIONAL INFORMATION REQUIRED OF APPLICANTS FOR BUS DRIVERS ONLY

Class of Driver's License _____ Expiration Date _____

Motorist Identification Number _____ State in which it was issued _____

✧ For how many years have you driven a motor vehicle? _____

Of those years, for how many have you driven a light truck or wagon? _____

Of those years, for how many have you driven a heavy truck? _____

✧ Have you ever attended a Bus Driver Training Course or other such course? Yes No

If yes, please provide the following information for each.

Date(s) Course Was Taken	Location Course Was Taken	Title of Certificate Issued

✧ During the last five years, have you had an accident which resulted in injuries to yourself or others?

Yes No

If yes, please describe below the extent of the accident(s).

✧ During the last three years, have you been convicted of any moving traffic violations? Yes No

If yes, please provide the following information.

Date	Charge	Court Location

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered.

Signature of Applicant _____ Date _____