

HOLLAND CENTRAL SCHOOL DISTRICT

103 Canada Street
Holland, New York 14080

APPLICATION FOR EMPLOYMENT NON-INSTRUCTIONAL

Holland Central School District is in compliance with the U.S. Civil Service Rights Act of 1964. Title IX Educational Amendments of 1972, Part 86 and the Americans with Disabilities Act of 1990. The District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age or handicap. Compliance Officer is Director of Pupil Personnel Services.

NAME _____
Date _____ / _____ / _____

POSITION FOR WHICH APPLICATION IS MADE _____

DO NOT WRITE IN THIS SPACE

INTERVIEW DATE (S) _____ / _____ / _____
_____/_____/_____
BY WHOM _____

APPLICATION FORM

All information contained herein will be kept strictly confidential

I. General Information

Name _____ Soc. Sec. No. _____
(Last) (First) (Initial)
Home Address: Street _____ Telephone _____
City _____ State _____ Zip Code _____

II. Personal Information

Are you a citizen of the U.S.A.? _____ Are you over the age of 18? _____ If not, state your age _____
Are you a volunteer fireman? Yes No If yes, exempt? Yes No
Are you a veteran? Yes No
Have you ever been convicted of a crime in the past ten years? Yes No
Are any criminal charges or proceeding pending against you? Yes No
Is yes to either or both of the above, please explain on a separate sheet of paper.

III. PRE-EMPLOYMENT DETAIL

Check position (s) applied for:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Bus Mechanic | <input type="checkbox"/> Laborer |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Registered Nurse |
| <input type="checkbox"/> Cleaner | <input type="checkbox"/> School Monitor |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Teacher Aide |
| <input type="checkbox"/> Groundsman | <input type="checkbox"/> Bus Attendant |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Other |

Availability (check one or more)

- Full time Part time Substitute

Passed a Civil Service Examination:
Yes No

Title of Examination _____ Date _____

IV. SKILLS

General

- Accounting
- Bookkeeping
- Computer state type _____
- Culinary (Food Service)
- Electronic Calculator/Cash Register
- Office Procedures
- Payroll
- Typing _____ words per min.
- Working with Children/Childcare

Maintenance of Plant:

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

Transportation:

- Bus Driver
- Truck Driver
- Auto Bus Truck Repair
- Driver's License: Class _____

Other:

V. Education

Name of School	Completed (Circle)					Year Graduated
	4	5	6	7	8	
Elementary School						
High School	1	2	3	4		
College or Other	1	2	3	4		
Special Training						

VI. Employment History

Company/Address	Dates		Duties	Reason for Leaving
	From	To		

VII. References

Name	Phone Include Area Code	Address	Position of Reference at time of Employment

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 YOU TO CHECK THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION.

Dated _____ Signature of Applicant _____

=====FOR OFFICE USE ONLY=====

Comments _____

Date _____

Interviewer _____

Board Approval Date _____

Signed _____