

APPLICATION FOR SUPPORT STAFF POSITION

	YES	NO
c. Are any criminal charges or proceedings pending against you? If yes, please explain on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
3.a. Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
b. If you are not a United States citizen, do you have the legal right to remain permanently in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
4.a. Were you previously employed by us?	<input type="checkbox"/>	<input type="checkbox"/>
b. If yes, provide details including job title, date of employments, and reason for leaving. _____		
5.a. Have you been released or asked to resign from any employment?	<input type="checkbox"/>	<input type="checkbox"/>
b. Have you ever resigned from any employment to avoid discharge or any other disciplinary action?	<input type="checkbox"/>	<input type="checkbox"/>
c. If you answered yes to either of the above questions, please explain on a separate sheet.		
6.a. Have you ever served in the US Armed Forces?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what branch? _____		
Dates of duty: From _____ To: _____		
b. Did you receive a dishonorable discharge? (If yes, please explain on a separate sheet. A dishonorable discharge is not an absolute bar to employment; other factors will affect the final employment decision.)	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION

NAME AND CITY/STATE		
ELEMENTARY	CHECK LAST YEAR COMPLETED	DID YOU GRADUATE?
	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH SCHOOL	CHECK LAST YEAR COMPLETED	DID YOU GRADUATE?
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE	MAJOR/MINOR	DEGREE EARNED
GRADUATE SCHOOL		

Attach copies of your high school & college transcripts for all education described above.

EMPLOYMENT (LIST ALL EMPLOYERS BEGINNING WITH THE MOST RECENT FIRST)

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
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DUTIES:	

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

PERSONAL REFERENCES (LIST INDIVIDUALS WHO WOULD BE WILLING TO PROVIDE CHARACTER REFERENCES, AT LEAST ONE FORMER EMPLOYER, BUT NO RELATIVES)

NAME:	PHONE:
ADDRESS:	
FORMER EMPLOYER	

NAME:	PHONE:
ADDRESS:	
PERSONAL REFERENCE	

NAME:	PHONE:
ADDRESS:	
PERSONAL REFERENCE	

APPLICANT CONSENT TO INVESTIGATE AND DISCLOSE DATA

I, _____ (print name), hereby grant permission to the Orchard Park Central School District, 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.

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving record, previous employers and educational institutions, personal references, professional information, and without limitations hereby releases the school district and the reference source from any liability in connection with its release or use.

I hereby affirm that the information set forth in this application is complete, 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 fact 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 the Orchard Park Central School District and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment 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 to the District and that my initial employment is conditioned upon meeting the requirements of that examination as established by the District.

I will be able, if hired, to certify that I am authorized to work in the United States of America and understand in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

In the event that I am employed, I agree to conform to the district rules and regulations.

Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by either the District, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check. I also understand that I will need to obtain fingerprint clearance in order to work in the District and will contact www.identogo.com or 1-877-472-6915 and follow the instructions. I understand that there is a one time fee of \$99.00 that I must pay for this service.

This employment application will be valid only for six (6) months from the date that it is completed.

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

Date: _____