



# SWEET HOME CENTRAL SCHOOL DISTRICT

of Amherst and Tonawanda

1901 Sweet Home Road, Amherst, NY 14228

sweethomeschools.org

(716) 250-1413

## Non-Instructional Application

**POSITION REQUESTED** (check all that apply)  Full Time  Part Time  Substitute

<input type="checkbox"/> Teacher Aide	<input type="checkbox"/> Hall Monitor	<input type="checkbox"/> Clerical	<input type="checkbox"/> Custodian
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Auto Mechanic	<input type="checkbox"/> Head Custodian
<input type="checkbox"/> Maint. Mechanic	<input type="checkbox"/> Café Monitor	<input type="checkbox"/> Groundskeeper	<input type="checkbox"/> Senior Custodian
<input type="checkbox"/> Laborer	<input type="checkbox"/> Food Service Helper	<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Computer Technician	<input type="checkbox"/> Cleaner		

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

If yes, please provide the name/position: \_\_\_\_\_

Have you ever applied to the District before?  Yes  No

If yes, please list the position/approx. date: \_\_\_\_\_

### PERSONAL BACKGROUND HISTORY

- Can you meet the job description requirements with or without reasonable accommodations?  Yes  No
- Have you ever served in the U.S. Armed Forces?  Yes  No If yes, which branch? \_\_\_\_\_  
Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Did you receive a dishonorable discharge?  Yes  No
- Has any disciplinary action been brought against you at any time during your current or past employment?  Yes  No
- Have you ever been dismissed from, resigned from, entered into a settlement agreement or otherwise left employment to avoid discharge or any other disciplinary action?  Yes  No
- Have you ever been released or asked to resign from any employment (or volunteer position)?  Yes  No
- Have you ever pled guilty, no contest, or been convicted of any offense, whether a felony, misdemeanor, or violation, other than a minor traffic violation? DUI, DUAI 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 criminal charges or proceedings pending against you at this time?  Yes  No

If you answered yes to any of the above questions in this section, please provide a detailed explanation below:

**Note:** 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. A dishonorable discharge is not an absolute bar to employment; other factors will affect the final employment decision.

## EVERY STUDENT, ONE COMMUNITY, READY FOR THE FUTURE.

The Sweet Home Central School District is a forward-thinking educational institution dedicated to providing an exceptional learning environment for its 3,700+ students. With almost half of our student population contributing to our diverse school community, we pride ourselves on fostering academic excellence, creativity, and a strong sense of belonging. We value diversity and are committed to creating an inclusive and equitable environment where every student can thrive.

## EDUCATION

Name/location of school	Course or major	Graduated?	Years attended
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____
Business/Trade School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ to _____

## EMPLOYMENT HISTORY (Please begin with most recent employer.)

Dates	Part time or full time	Name and address of employer	Supervisor's name, title, and phone number	Reason for leaving
From:	<input type="checkbox"/> PT			
To:	<input type="checkbox"/> FT			
Summarize the nature of the work you performed and your major responsibilities:				

Dates	Part time or full time	Name and address of employer	Supervisor's name, title, and phone number	Reason for leaving
From:	<input type="checkbox"/> PT			
To:	<input type="checkbox"/> FT			
Summarize the nature of the work you performed and your major responsibilities:				

Dates	Part time or full time	Name and address of employer	Supervisor's name, title, and phone number	Reason for leaving
From:	<input type="checkbox"/> PT			
To:	<input type="checkbox"/> FT			
Summarize the nature of the work you performed and your major responsibilities:				

**REFERENCES**

List individuals who would be willing to provide character references. At least ONE former employer, but NO relatives.

Former Employer		
Name:	Phone/Email:	Title/Relationship:
		Years known:
Notes:		

Personal Reference		
Name:	Phone/Email:	Title/Relationship:
		Years known:
Notes:		

Personal Reference		
Name:	Phone/Email:	Title/Relationship:
		Years known:
Notes:		

**APPLICANT CONSENT TO INVESTIGATE AND DISCLOSE DATA**

I, \_\_\_\_\_ (print name), hereby grant permission to the Sweet Home 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 Sweet Home 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.

This employment application will be valid for the duration of the current school year. Please be advised that an incomplete application may not be considered. I understand that completion of this Employment Application does not guarantee that I will be employed by the district.

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**Signature of Applicant**

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**Date**

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**Printed Name of Applicant**

To complete the application process, please forward this application to the Sweet Home Central School District:

**By mail:** Director of Human Resources  
Sweet Home Central School District  
1901 Sweet Home Road  
Amherst, NY 14228

**By email:** [hiring@sweethomeschools.org](mailto:hiring@sweethomeschools.org)

**If you would like an application mailed to you, please call (716) 250-1413.**

*The Sweet Home Central School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, marital status, age, national origin, disability, creed, sex, sexual orientation, gender identity or expression, genetic information, veteran status, 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 the Director of Human Resources at 716-250-1413.*

*We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.*