

BRENTWOOD UNION FREE SCHOOL DISTRICT

Human Resources
52 Third Avenue
Brentwood, NY 11717
(631) 434-2331

Thank you for your interest in working for the Brentwood School District as a call-in school monitor, bus monitor or health aide. Please note, you can only apply to one of the positions in which you meet the requirements.

Please be advised that when you apply for one of the positions listed below, it is on a Call-In, as needed basis (you will be called if someone is out and in need of a substitute). In addition, you are required to be fingerprinted **prior** to working, and there is a charge that goes to the New York State Education Department in order to process your fingerprints.

All applications with requirements listed below, may be emailed to arianna.rizzuto@bufsd.org or delivered, by appointment only, to the Human Resources Office at 52 Third Avenue, Brentwood, NY 11717.

Requirements to complete an application.

Bus Monitor Application

To apply for a bus monitor position, you must have a photo ID and original Social Security card. Applicants must be at least 19 years of age. If available, but not required, high school diploma or equivalency (G.E.D.) certificate.

Please be aware that the bus monitor position is initially filled on a call-in (substitute) basis. Substitutes work 4 hours per day and are compensated \$16.25 per hour; and thereafter, the hourly rate increases to \$21.78 when one becomes a permanent bus monitor. All applicants must interview with the Coordinator of Transportation, pass a physical performance test and attend a pre-service course prior to employment.

School Monitor Application

To apply for a school monitor position, you must have a photo ID, original Social Security card. If available, but not required, high school diploma or equivalency (G.E.D.) certificate.

Please be aware that the school monitor position is initially filled on a call-in (substitute) basis at the rate of \$16.25 per hour. After one has subbed two times, you may apply for a permanent position if one becomes available. The hourly rate increases to \$21.78 per hour.

School Health Aide

To apply for a health aide position, you must have a photo ID, original Social Security card, high school diploma or equivalency diploma, American Red Cross First Aid Certificate and CPR/AED Certification.

Please be aware that the school health aide position is initially filled on a call-in (substitute) basis at the rate of \$16.25 per hour. After one has subbed two times, you may apply for a permanent position if one becomes available. The hourly rate increases to \$22.23 per hour.

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EMPLOYMENT APPLICATION – OFFICE OF FUNDED PROGRAMS

FOR SAFETY REASONS MUST BE ABLE TO REASONABLY SPEAK AND UNDERSTAND ORAL AND WRITTEN INSTRUCTION

PLEASE PRINT

POSITION DESIRED School Monitor Teacher's Aide
 Elementary School Monitor (Assigned to Bus) Special Education Teacher's Aide
 Secondary Health Aide (**American First Aid & CPR Certificate Required**)

LAST NAME **FIRST NAME** **M.I.**

MAILING ADDRESS

TELEPHONE # _____ **EMAIL:** _____

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire. Are you legally eligible to work in the United States? _____

1. Have you ever worked for the Brentwood School District? _____
If yes, please indicate position held. _____

2. Have you ever been convicted of any crime (felony or misdemeanor)? _____

3. Do you have any pending arrests? _____

Signature _____ Date _____

Conviction of a crime will not automatically preclude your employment and other factors will be considered as required by law.

4. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? _____

5. Did you ever resign from any employment rather than face dismissal? _____

6. Did you ever receive a discharge from the Armed Forces of the United States that was other than honorable or was issued under other than honorable circumstances? _____. A dishonorable discharge is not an automatic bar to employment, and other factors will be considered.

If you answered **YES** to questions 1 through 6, you **MUST** give specifics in the **COMMENTS** section below:

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying. Background investigations may be conducted on all candidates considered for employment. A false statement may result in the disqualification of your application.

COMMENTS:

Do you speak a language(s) other than English? () Yes () No If yes, state language and what degree of fluency?

SUCCESSFUL COMPLETION OF AN APPROPRIATE MEDICAL EXAMINATION MAY BE REQUIRED.

EDUCATION:

1. Have you graduated from senior high school? _____
Name of School _____
Location _____
2. If you have a high school equivalency diploma, indicate:
Issuing Authority _____
Date _____
3. If you did **NOT** graduate from high school, indicate highest school year completed _____
4. List College, University or Professional School Attended:
School _____
Degree/Certificate/Credits Received _____
School _____
Degree/Certificate/Credits Received _____

LICENSES

If you have obtained a license, certificate or other authorization to practice a trade or profession, please fill in below:

1. Name of Trade or Profession _____
2. License Number _____
3. Granted by (licensing agency) _____
4. Specialty _____
5. Date License First Issued _____
6. Registered From _____ To _____

LENGTH OF EMPLOYMENT MO. YR. MO. YR. FROM / TO /	FIRM NAME	ADDRESS	TELEPHONE#
EARNINGS (Circle One) /WK /MO /YR	DUTIES:		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
SUPERVISOR'S TITLE			
Average no. of hrs. worked per week exclusive of overtime	Reason for leaving?		
	Involuntarily terminated?		
LENGTH OF EMPLOYMENT MO. YR. MO. YR. FROM / TO /	FIRM NAME	ADDRESS	TELEPHONE#
EARNINGS (Circle One) /WK /MO /YR	DUTIES:		
TYPE OF BUSINESS			
YOUR EXACT TITLE			
SUPERVISOR'S TITLE			
Average no. of hrs. worked per week exclusive of overtime	Reason for leaving?		
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TYPE OF BUSINESS			
YOUR EXACT TITLE			
SUPERVISOR'S TITLE			
Average no. of hrs. worked per week exclusive of overtime	Reason for leaving?		
	Involuntarily terminated?		

REFERENCES

PLEASE LIST 3 REFERENCES THAT THE DISTRICT MAY CONTACT
(Relatives may not be used as references).

NAME	ADDRESS	TELEPHONE #

THE BRENTWOOD PUBLIC SCHOOLS COMPLIES WITH TITLE IX GUIDELINES AND IS AN EQUAL OPPORTUNITY EMPLOYER.

I CERTIFY THAT THE AFOREMENTIONED INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE OR INCOMPLETE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR DISQUALIFICATION OR DISMISSAL REGARDLESS OF THE DATE OF DISCOVERY

DATE: _____ SIGNED _____

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL BE DISCARDED AT THE END OF THE SCHOOL YEAR

I have applied to the Brentwood Union Free School District for employment, and I desire that they be fully advised of my record with former employers. I, therefore, respectfully request that you furnish the necessary information concerning my employment with your organization, and I hereby release you of any and all liability of damages for providing the information requested.

Signature of Applicant
(must be signed in ink)

Date