

CHESTER UNION FREE SCHOOL DISTRICT

64 Hambletonian Avenue
Chester, NY 10918
(845) 469-5052 Fax (845) 469-2377

EMPLOYMENT APPLICATION (Non-Instructional)

(Please type or print)

Please read all instructions. Note: All parts of the application must be completed. Return all materials to: The Superintendent of Schools at the above address.

DATE _____

POSITION APPLIED FOR _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS _____

PHONE #'s Home: _____ Cell: _____

SOCIAL SECURITY # _____

SCHOOL DISTRICT OF RESIDENCE _____

1. If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ YES _____ NO
2. Are you available to work? FULL TIME _____ PART TIME _____
3. Are you presently employed? _____
4. May we contact your current employer? _____ YES _____ NO
5. Date you can start work _____
6. Are you a member of the NYS retirement system? _____ YES _____ NO
7. Are you a citizen of the United States? _____ YES _____ NO
8. Are you a retiree from NYS or any civil division thereof? _____ YES _____ NO
9. Are you an exempt fireman? _____ YES _____ NO
10. Are you prevented from lawfully being employed because of visa or immigration status? _____ YES _____ NO
11. Please give alien registration number _____

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12. Have you ever served in the Armed Forces of the United States on a full-time active duty basis other than active duty for training purposes? _____ YES _____ NO
- a. If "YES", did you receive a discharge which was honorable or were you released under honorable circumstances? _____ YES _____ NO
- b. Were you a resident of New York State on the date of your initial entry into the Armed Forces of the United States? _____ YES _____ NO
13. Were you ever dismissed from any employment for reasons other than lack of work or funds? _____ YES _____ NO
14. Did you ever resign from any employment rather than face dismissal? _____ YES _____ NO
15. Have you ever been convicted of any crime (felony or misdemeanor)? _____ YES _____ NO
16. Are you under charges for any crime? _____ YES _____ NO
17. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? _____ YES _____ NO
18. Have you any objections to this department making inquiry regarding your character or qualifications from:
your former employer? _____ YES _____ NO
your present employer? _____ YES _____ NO
If answer is YES, please explain under REMARKS.

19. EDUCATION:

- a. If you have a high school General Equivalency Diploma, indicate the issuing Government Authority _____
Number and/or Date of Issue _____
- b. Have you graduated from high school? _____ YES _____ NO

If no, give highest grade completed _____

If yes, give name and location of high school:

_____, _____
Name of High School Location

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- c. Attach transcript for college credit or degree that has been received.

	Name of School and City in which Located	Type of Course or Major Subject	Number of College Credits Received	Degree Received
College, University, Professional, or Technical School				
Other Schools or Special Courses				

20. Do you have a valid license to operate a motor vehicle in
New York State?

____YES, Class____
____NO

21. DESCRIPTION OF EXPERIENCE: Beginning with your most recent experience, describe below in detail ALL employment that is pertinent to the position for which you are applying. You are responsible for submitting an accurate, adequate, and clear description of your experience. Omission or vagueness will NOT be interpreted in your favor. If you have had military service which includes experience pertinent to the position, describe such employment as a separate employment.

Firm Name_____

Address_____
Street_____**City**_____**State**_____

Your title_____

Your duties_____

Supervisor's Name_____

No. of hours worked/week (exclusive of overtime) _____

Employment dates: From _____ **To** _____
mo/yr **mo/yr**

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Firm Name_____

Address_____
Street_____ **City**_____ **State**_____

Your title_____

Your duties_____

Supervisor's Name_____

No. of hours worked/week (exclusive of overtime) _____

Employment dates: From _____ **To** _____
mo/yr mo/yr

Firm Name_____

Address_____
Street_____ **City**_____ **State**_____

Your title_____

Your duties_____

Supervisor's Name_____

No. of hours worked/week (exclusive of overtime) _____

Employment dates: From _____ **To** _____
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Firm Name_____

Address_____
Street_____ **City**_____ **State**_____

Your title_____

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REMARKS:

Briefly describe why you are particularly suited for this job:

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application for employment are subject to investigation and verification.)

Date

Signature of Applicant

Please print any other surname (last name) by which
you are or have been known.

NOTE: Check to make sure all applicable questions have been answered. An incomplete application may result in its disapproval. A resume and letters of reference may be attached.

MAIL OR DELIVER TO: CHESTER UNION FREE SCHOOL DISTRICT
64 Hambletonian Ave
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CHESTER UNION FREE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

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REFERENCES

Please list three references from people who had responsibility for evaluating your work.

Name/Title

Address

Phone

1.

2.

3.

Signature of Applicant

Date

The Chester Union Free School District operates all programs in compliance with federal and state laws which prohibit discrimination on the basis of race, color, religion or creed, national origin, sex, age, disability, or marital status.

FOR OFFICIAL USE ONLY

1. RECOMMENDATIONS FOR EMPLOYMENT BY:

A. Previous Employer _____

B. Personal References _____

2. INTERVIEWED AND RECOMMENDATION BY:

Date of Interview

Interviewed by:

Recommendation:
