Brewster Central School District

30 Farm to Market Road Brewster, New York 10509 | 845-279-8000 | Fax 845-279-6921
www.brewsterschools.org

NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT

Date _____

Name _____
Last First Middle

Address _____

_____

Email _____ Telephone No. _____ Social Security _____ D.O.B _____

N.Y.S. Retirement System Member? ☐ Yes ☐ No If yes, please indicate number _____

Have you been fingerprinted? ☐ Yes ☐ No If yes, where? _____ Date: _____

Are you a U.S. Citizen? ☐ Yes ☐ No If no, are you legally eligible to work? ☐ Yes ☐ No

Are you a Brewster graduate? ☐ Yes ☐ No If yes, what year did you graduate? _____

Driver's License ☐ Yes ☐ No Class_____

Have you taken any Civil Service examinations? ☐ Yes ☐ No

When: _____ Where: _____

Title(s): _____ Score(s): _____

Do you have any disability which would prevent you from performing, with or without accommodation, those activities involved in the position for which you are applying? ☐ Yes ☐ No

Estimate your total absence from work for the past five years _____

Position Requested:

☐ Full Time ☐ Part Time ☐ Substitute
☐ Transportation ☐ Clerical ☐ Food Service
☐ Operations & Maintenance ☐ Aide ☐ Monitor

EDUCATION AND PROFESSIONAL TRAINING

	Name of School	Location	Degree Received
High School			
College			
Business/Trade			
Other			

EMPLOYMENT EXPERIENCE

List most recent experience first. List all prior employers. Use additional sheets if necessary. Do NOT OMIT any employment. Failure to list your complete employment record will disqualify you from employment to the Brewster Central School District.

PRESENT EMPLOYMENT

Name of Employer _____ Supervisor's Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Phone _____

Dates: _____ to _____ May we contact this employer? ☐ Yes ☐ No

Position Held (please describe in detail the work you performed): _____

_____

_____

Reason for Leaving: _____

PREVIOUS EMPLOYMENT

Name of Employer _____ Supervisor's Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Phone _____

Dates: _____ to _____ May we contact this employer? ☐ Yes ☐ No

Position Held (please describe in detail the work you performed): _____

_____

_____

Reason for Leaving: _____

Name of Employer _____ Supervisor's Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Phone _____

Dates: _____ to _____ May we contact this employer? ☐ Yes ☐ No

Position Held (please describe in detail the work you performed): _____

_____

_____

Reason for Leaving: _____

Clerical Applicants Only

Do you have computer experience? ☐ Yes ☐ No

If your response is "Yes" list software programs you are familiar with _____

_____

Food Service Applicants Only

Do you have experience serving food in an institutional setting? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Cleaner Applicants Only

Do you have experience or training in institutional cleaning? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever supervised others in institutional cleaning operation? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Operations & Maintenance Applicants Only

Have you ever had any paid experience with grounds/maintenance? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had paid experience operating equipment? (i.e. lawn mower, plow, backhoe, front end loader) ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had paid experience maintaining sports fields? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had any paid experience cabinet making and/or basic carpentry? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had paid experience in plumbing and/or electrical work? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had paid experience in HVAC and/or heating plants? (steam boiler/hot water loop systems) ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Transportation Applicants Only

Have you ever had paid experience working as a bus driver? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had paid experience working as a mechanic? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Have you ever had paid experience in routing or dispatching in the office? ☐ Yes ☐ No

If your response is "Yes" describe _____

_____

Aide/Monitor Applicants Only

Indicate experience that qualifies you for working with students in a supervisory/instructional setting: _____

_____

MORAL CHARACTER

New York State Education Department mandates that all new employees be fingerprinted and receive a background check. There will be a one time cost to the employee for these services.

Please answer the following questions.

1. Have you ever been dismissed or asked to resign from any employment for reasons other than lack of work or funds? ☐Yes ☐No
2. Did you resign from any employment rather than face dismissal? ☐Yes ☐No
3. Are you subject of any pending investigation and/or disciplinary charge(s) pertaining to employment? ☐Yes ☐No
4. To your knowledge, have you ever been refused employment because of behavior that jeopardized the moral welfare of children? ☐Yes ☐No
5. Have you ever been convicted of a crime other than minor traffic violations? If yes, include the date, offense(s) and disposition in your separate explanation. ☐Yes ☐No
6. Do you currently have any criminal charges pending against you? ☐Yes ☐No

If you answered "Yes" to any of the above questions, please attach a separate explanation.

REFERENCES

List three phone references familiar with your work (all positions). One must be from a current supervisor. Please include three letters of recommendation, one must be from a current or previous supervisor.

Name	Position/Relationship	Address	Phone Number	Email Address	Reference Type
					☐ Letter ☐ Phone
					☐ Letter ☐ Phone
					☐ Letter ☐ Phone
					☐ Letter ☐ Phone
					☐ Letter ☐ Phone
					☐ Letter ☐ Phone

My signature below authorizes Brewster Central 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 records, previous employers, and educational institutions, personal references, professional references, and other appropriate sources. I waive the right of access to any such information, and without limitations hereby release the Brewster Central School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Brewster Central School District

Signature of Applicant _____ **Date** _____

The Brewster Central School District, Brewster, New York 10509, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, veteran status, disability or handicap. This policy of non-discrimination includes the recruitment, hiring, and advancement of employees; salaries; pay and other benefits, or educational programs.

An Equal Opportunity Employer

Applications should be sent to Human Resources Office, Brewster Central School District, 30 Farm To Market Road, Brewster, New York 10509

Interviews will be arranged by appointment.