



FORT EDWARD UNION FREE SCHOOL DISTRICT

NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

220 Broadway | Fort Edward, New York 12828 | (518) 747-4529

Complete all applicable sections. Attach additional pages if needed. Please print clearly.

Position Information

Position applied for _____	Date of application _____
Department or work location if known _____	Date available to begin _____

Employment sought ☐ Full time ☐ Part time ☐ Substitute ☐ Temporary or seasonal

☐ Clerical or office ☐ Aide or monitor ☐ Food service ☐ Custodial or maintenance

☐ Transportation ☐ Information technology ☐ Health services ☐ Other: _____

Available shifts ☐ Days ☐ Evenings ☐ Overnight ☐ Weekends ☐ Summer

Applicant Information

Legal last name _____	First name _____	Middle name _____
Street address _____	City, state and ZIP code _____	How long at this address _____
Primary phone _____	Alternate phone _____	Email address _____

Are you legally authorized to work in the United States ☐ Yes ☐ No

Will you now or in the future require employer sponsorship to work in the United States ☐ Yes ☐ No

Are you at least 18 years of age ☐ Yes ☐ No

If no, please state your age and any applicable work-permit information:

Have you previously worked for or applied to Fort Edward UFSD ☐ Yes ☐ No

If yes, identify the position and approximate date:

Education and Training

School or training provider	City and state	Program or course of study	Years completed	Diploma degree or credential

Skills Licenses and Certifications

List job-related skills, software, equipment, languages, trades, licenses, certifications, or specialized training:

If the position requires driving, do you hold a valid driver license ☐ Yes ☐ No ☐ Not applicable

License class or type _____ _____	State _____ _____ _____	Expiration date _____ _____ _____	Endorsements or restrictions _____ _____
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Employment History

List your present or most recent employer first. Include relevant volunteer experience if it helps demonstrate your qualifications.

Employer 1

Employer name _____	Employer phone _____
Address city state and ZIP code _____	Supervisor name and title _____
Job title _____	Dates employed from and to _____
Hours per week _____	Starting and ending pay optional _____

Primary duties and responsibilities:

Reason for leaving _____	May we contact this employer ☐ Yes ☐ No
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Employer 2

Employer name _____	Employer phone _____
Address city state and ZIP code _____	Supervisor name and title _____
Job title _____	Dates employed from and to _____
Hours per week _____	Starting and ending pay optional _____

Primary duties and responsibilities:

Reason for leaving _____	May we contact this employer ☐ Yes ☐ No
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Employer 3

Employer name _____	Employer phone _____
Address city state and ZIP code _____	Supervisor name and title _____
Job title _____	Dates employed from and to _____
Hours per week _____	Starting and ending pay optional _____

Primary duties and responsibilities:

Reason for leaving _____	May we contact this employer ☐ Yes ☐ No
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Professional References

Provide three people who can speak to your work performance or qualifications. Do not list relatives.

Name	Professional relationship	Organization	Phone	Email

Job Related Information

Can you perform the essential duties of the position for which you are applying with or without reasonable accommodation ☐ Yes

☐ No

If you need an accommodation for the application or interview process, describe how the District may assist you:

Are you willing and able to complete all required employment clearances and screenings ☐ Yes ☐ No

Depending on the position, requirements may include fingerprint clearance, reference checks, physical examination, drug or alcohol testing, and review of driving records or professional credentials.

Describe any additional experience or qualifications that relate to the position:

How did you learn about this opportunity:

Applicant Certification and Authorization

I certify that the information provided in this application and any accompanying materials is true, complete, and accurate to the best of my knowledge. I understand that a material misstatement, omission, or falsification may disqualify me from consideration or may result in termination if I am employed.

I authorize Fort Edward Union Free School District to verify information relevant to my qualifications and employment history, including contacting the references and employers I have authorized. I understand that an offer of employment may be contingent upon satisfactory completion of all legally required and position-specific clearances, examinations, and credential reviews.

I understand that this application is not an employment contract and that completing it does not guarantee an interview or employment.

Applicant signature 	Date
Printed name 	Position applied for



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Equal Employment Opportunity

Fort Edward Union Free School District is an equal opportunity employer. Employment decisions are made without unlawful discrimination based on race, color, religion, creed, sex, pregnancy, national origin, citizenship or immigration status, age, disability, marital or familial status, sexual orientation, gender identity or expression, military or veteran status, domestic violence victim status, genetic information, or any other status protected by applicable law.

Applicants who require a reasonable accommodation to participate in the application or interview process should contact the District at (518) 747-4529.

Optional Position Specific Information

Complete only the subsection that applies to the position for which you are applying.

Transportation positions

Commercial driver license class _____ _____	Passenger or school bus endorsements _____ _____	License expiration date _____ _____
Years of bus or commercial driving experience _____ _____	Current Article 19 A status if known _____ _____	Motor vehicle record state _____ _____

Describe relevant driving experience and equipment operated:

Custodial maintenance or grounds positions

☐ Boiler or HVAC ☐ Electrical ☐ Plumbing ☐ Carpentry ☐ Grounds equipment ☐ Snow removal

List relevant equipment, trade experience, licenses, or certifications:

Food service positions

☐ Food preparation ☐ Institutional kitchen ☐ Cash handling ☐ Inventory ☐ ServSafe or equivalent

List relevant food-service experience or certifications:

Clerical technology or support positions

☐ Microsoft Office ☐ Google Workspace ☐ Student or financial systems ☐ Data entry ☐ Customer service

List relevant systems, software, office equipment, or support experience:

District Use Only

Date received _____ _____	Received by _____ _____	Vacancy or posting number _____ _____
Interview date _____ _____	Interview team _____ _____	Disposition _____ _____

Notes: