

**NON-INSTRUCTIONAL SUBSTITUTE**

**APPLICATION**

**AS OF 7/1/2001, New York State requires all public employees to have Fingerprinting Clearance. If you have not completed this process, you can go to [www.IdentoGo.com](http://www.IdentoGo.com) to set up an appointment. Your application will not be processed until we receive fingerprint clearance from the New York State Department of Education.** Cost of fingerprinting is \$99.00 and may be reimbursed by the District after 20 days of subbing employment.

Employment as a non-instructional substitute for Bath Central School District requires Civil Service clearance. Please complete the attached Civil Service Application as well as all Bath Central School documents

Fingerprint process: yes (provide date completed)\_\_\_\_\_ no\_\_\_\_\_

Please indicate the substitute position you are applying for:

\_\_\_\_\_ **Substitute Teacher Aide**  
(Requires HS Diploma/GED)

\_\_\_\_\_ **Substitute Bus Monitor**  
(Requires HS Diploma/GED)

\_\_\_\_\_ **Substitute Clerical**

\_\_\_\_\_ **Substitute Food Service**

\_\_\_\_\_ **Substitute Cleaner**

\_\_\_\_\_  
Name – PLEASE PRINT

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

BATH CENTRAL SCHOOL DISTRICT

25 Ellas Ave., Bath, NY 14810

607-776-3301

EMPLOYMENT APPLICATION

For Substitute Support Staff

The Bath Central School District is an equal opportunity employer. Consideration for employment will be given without regard to race, creed, color, sex, sexual orientation, age, national origin, marital status or handicap.

Please check area(s) of interest:

\_\_\_Teacher Aide \_\_\_Bus Monitor \_\_\_Cafeteria \_\_\_Cleaner \_\_\_Clerical

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_
Last First Middle

ADDRESS: \_\_\_\_\_
Street City Zip

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_
Home Cell

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you been employed by BCSD previously: Yes \_\_\_\_\_ date \_\_\_\_\_ No \_\_\_\_\_

Position: \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Note: If hired federal law requires that you furnish documentation showing your identity and that you are legally authorized to work in the U.S.

Do you have NYSED Fingerprint Clearance? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please include clearance proof along with application

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## Personal Information

Check appropriate response to the right of each question.

	YES	NO
A. Have you ever resigned from a position rather than face disciplinary action?	_____	_____
B. Has any disciplinary action been brought against you which resulted in you being discharged from employment?	_____	_____
C. Did you ever receive a discharge from Armed Forces of the United States which was other than "Honorable"?	_____	_____
D. Have you ever been convicted of any crime (felony or misdemeanor)?	_____	_____
E. Are you now under charges for any crime (felony or misdemeanor)?	_____	_____
F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges?	_____	_____

If you answered YES to any of the questions above, provide on a separate sheet the specifics or an explanation for the response. If you elect not to provide specifics, however, or if an explanation is insufficient, a confidential investigation will be initiated. 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.

## Education

	Name & Address	Field of Study	Grad. Yes	Grad. No	Type of degree/diploma
<b>High School</b>					
<b>College/Grad School</b>					
<b>Special Training</b>					

## Civil Service

Employment in a non-instructional substitute capacity for Bath Central School District requires Civil Service clearance. Please complete the attached Civil Service Application as well as all BCSD documents.

## Employment

Begin with present or most recent employer. PLEASE NOTE: This section must be filled out completely.

Employer #1	Dates Employed to	Work Performed
Address	Phone Number	
Job Title		
Supervisor		
Reason for Leaving		
Employer #2	Dates Employed to	Work Performed
Address	Phone Number	
Supervisor		
Reason for Leaving		
Employer #3	Dates Employed to	Work Performed
Address	Phone Number	
Job Title		
Supervisor		
Reason for Leaving		

### Special Skills, Qualifications and Honors

Summarize special skills, qualifications and honors acquired from employment, education or other experiences.

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**References**

List below three references, **not related to you.**

Name	Address	Relationship	Phone

**Additional Information**

Give any additional information which you think might be of value in considering you for a position.

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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 or civil convictions, driving record, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my rights of access to any such information, and without limitation hereby release the school district and the references from any liability in connection with its release or use.

I hereby declare that the information provided by me is true, factual and complete. I understand that false statements will disqualify me for employment or cause my subsequent dismissal. If employed by the Bath Central School District, I understand that I will be required to supply additional personal information for the purpose of determining my eligibility for benefits and for statistical data.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_