**NON-INSTRUCTIONAL**

**APPLICATION**

**AS OF 7/1/2001, New York State requires all public employees to have Fingerprinting Clearance through The New York State Department of Education. If you are selected for a full time position, you will be required to complete this fingerprinting process before your employment can be finalized.** Cost of fingerprinting is $102.00.

Employment in a non-instructional capacity 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:

\_\_\_\_\_ **Teacher Aide \_\_\_\_\_ Bus Monitor**

**(Requires HS Diploma/GED) (Requires HS Diploma/GED)**

**\_\_\_\_\_ Clerical \_\_\_\_\_ Food Service**

 **\_\_\_\_\_ Cleaner \_\_\_\_\_Groundskeeper**

 **\_\_\_\_\_ Help Desk Tech**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name – PLEASE PRINT

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number

BATH CENTRAL SCHOOL DISTRICT

25 Ellas Ave., Bath, NY 14810

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_607-776-3301\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYMENT APPLICATION

For 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 \_\_\_Food Service \_\_\_Cleaner**

**\_\_\_Clerical \_\_\_\_Groundskeeper \_\_\_Help Desk Tech**

**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**

1. Have you ever resigned from a position rather than face disciplinary action? \_\_\_\_\_\_ \_\_\_\_\_\_
2. Has any disciplinary action been brought against you which resulted in you

being discharged from employment? \_\_\_\_\_\_ \_\_\_\_\_\_

1. Did you ever receive a discharge from Armed Forces of the United States

which was other than “Honorable”? \_\_\_\_\_\_ \_\_\_\_\_\_

1. Have you ever been convicted of any crime (felony or misdemeanor)? \_\_\_\_\_\_ \_\_\_\_\_\_
2. Are you now under charges for any crime (felony or misdemeanor)? \_\_\_\_\_\_ \_\_\_\_\_\_
3. 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** |
| **High School** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **College/Grad****School** |  |  |  |  |  |
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| **Special Training** |  |  |  |  |  |
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|  |  |  |  |  |  |

**Civil Service**

Employment in a non-instructional 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.

**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.

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 herby 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_