

**WATERVLIET CITY SCHOOL DISTRICT
1245 HILLSIDE AVENUE
WATERVLIET, NEW YORK 12189**

Application for Employment (Non-Instructional)

Instructions: **This application must be completed in full, even if you include a resume.** Conditions of employment are stated at the end of this form. Please read carefully before you sign the application.

Positions for Which You Are Applying (Check all that are applicable)

Food Service Worker <input type="checkbox"/> Cafeteria Monitor <input type="checkbox"/> Custodial Worker <input type="checkbox"/> Office Worker <input type="checkbox"/> Other (please specify): <input type="checkbox"/> _____		Full Time <input type="checkbox"/> Substitute <input type="checkbox"/> Both <input type="checkbox"/>
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Watervliet City School District will consider applicants for employment without regard to age, race, creed, color, national origin, sex, sexual orientation, disability, military status, genetic predisposition or carrier status, or marital status, or any other legally protected status.

Personal Information

First Name	Last Name	Middle Initial	Social Security Number
Present Address			Home Telephone Number
City	State	Zip Code	Length of residency in Albany County?

Are you legally eligible to be employed in the United States? YES NO
(Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES NO
(If No, you will be asked to provide authorization to work)

Have you been convicted of a felony, misdemeanor or any other violation of law, YES NO
 or are any such charges currently pending against you? *(Traffic violations need not be reported. If you answered yes, please provide an explanation of the circumstances surrounding the conviction. A record of convictions and/or pending charges will not necessarily result in denial of employment)*

Have you ever been the subject of employee disciplinary charges or subjected to any sort of disciplinary action by an employer? YES NO

If yes, please explain, and indicate how the case was resolved: _____

Have you ever worked for the Watervliet City School District before? YES NO

If yes, where? _____ When? _____

Education

Do you have a High School diploma or GED?

 YES NO

	Name and location of School	No of Years Completed	Major/Minor	Diploma or Degree
College				
Graduate School				
Vocational or Trade School				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? If Yes, please describe:

List all service in the military and all service as a volunteer firefighter. List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment.

Employment History

Start with your present or most recent position (attach additional sheet if necessary).

Name of Employer	Telephone Number
Address	Supervisors Name and Title
City State Zip Code	Dates of employment From To
Position Held	Salary or rate of pay
Reason for leaving	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Name of Employer	Telephone Number
Address	Supervisors Name and Title
City State Zip Code	Dates of employment From To
Position Held	Salary or rate of pay
Reason for leaving	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Name of Employer	Telephone Number
Address	Supervisors Name and Title
City State Zip Code	Dates of employment From To
Position Held	Salary or rate of pay
Reason for leaving	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

References

Please list three references *(Please ensure addresses are complete and accurate)*

Name	Occupation/Title
Address	Telephone Number
City State Zip Code	Relationship

Name	Occupation/Title
Address	Telephone Number
City State Zip Code	Relationship

Name	Occupation/Title
Address	Telephone Number
City State Zip Code	Relationship

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I authorize the investigation of all statements and information contained in this application and any other accompanying or required documents. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation. If hired, I agree to abide by all the district's rules and regulations. I further understand that no representation, whether oral or written by any representative or agent of the district, at any time, can constitute a contract of employment.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me:

Applicants Signature: _____ Date: _____