PISECO COMMON SCHOOL DISTRICT

APPLICATION FOR EMPLOYMENT – NON INSTRUCTIONAL

**All Non-Instructional applicants will be required to complete this application at the time of interview**

PLEASE PRINT:

NAME: (LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS – STREET AND NUMBER CITY AND STATE ZIP CODE

PERMANENT ADDRESS (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLIED FOR VACANCY # (if applicable)

How did you hear about this position?

Have you ever worked for the Piseco Common School District before? Yes No

If yes, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently a member of a NYS Retirement System?

[ ]

Yes No

If yes, which system

and number? #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| SCHOOLS ATTENDED: HIGH SCHOOL, UNDERGRADUATE SCHOOL, GRADUATE SCHOOL, OTHER | | | | |  |
| NAME AND LOCATION | YEARS ATTENDED  FROM TO | | DIPLOMA (OTHER DEGREE OR GED) | COMPLETED  YES/NO | FIELDS OF STUDY |
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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; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| WORK EXPERIENCE | | | | |
| EMPLOYER AND LOCATION | DATES EMPLOYED FROM TO | | TYPE OF POSITION  (full, part-time, seasonal temporary) | REASON FOR LEAVING |
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**REFERENCES**

## PLEASE LIST AT LEAST THREE PROESSIONAL REFERENCES, TWO MUST BE DIRECT SUPERVISORS WHO CAN PROVIDE INFORMATION ON YOUR QUALIFICATIONS FOR THIS POSITION.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POSITION/TITLE** | **ADDRESS** | **PHONE** |
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| **PLEASE ANSWER THE 9 REQUIRED LEGAL QUESTIONS** | **Yes** | **No** |
| 1. Are you a citizen of the United States? |  |  |
| 2. Have you ever been convicted of a crime? |  |  |
| 3. Have you ever been dismissed or asked to resign from a position? |  |  |
| 4. Are any criminal charges currently pending against you? |  |  |
| 5. Are you being investigated or under discipline at your current job? |  |  |

If yes to 2, 3, 4 and/or 5 above, please explain below and attach additional sheets as necessary:

|  |  |  |
| --- | --- | --- |
|  | | |
| 6. Have you ever been dishonorably discharged from military duty? |  |  |
| 7. Are you legally eligible for employment in this country? |  |  |
| 8 Have you ever been fingerprinted by the NYS Education Department? |  |  |
| 9. Do you have any relatives by blood or marriage employed by RLUFSD? |  |  |

If yes to 9, please identify the employee(s) and relationship:

The Piseco Common School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent of Schools, Richard Rose at (518) 548-7555, P. O. Box 7, Piseco, NY. Inquiries concerning the application of the PCSD nondiscrimination policies may also be referred to the Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, telephone: 646-428-3900, FAX: 646-428-3843, TDD: 800-877-

8339, email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## Please submit this application with your resume and cover letter, and forward copies of your certification and transcript or placement folder. Also, attach any additional experience or background information that will qualify you for this position.

***Piseco Common School District***

Richard G. Rose, Superintendent of Schools

P. O. Box 7, Piseco, NY 12139 Phone # 518-548-7555 Fax # 518-548-5310

***Affirmation:*** I affirm that all statements made on this form, including any accompanying papers, are true, accurate and complete to the best of my knowledge under penalty of perjury. I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for subsequent dismissal from employment if I am hired. I voluntarily give the Piseco Common School District the right to investigate my past employment and all statements contained in this application.

***Authorization:*** I hereby authorize Piseco Common School District to investigate references from my previous or current employers and all statements contained in this application.

Date: Signature of Affirmation and Authorization