

NON-INSTRUCTIONAL
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 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.

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**
(Requires HS Diploma/GED)

_____ **Bus Monitor**
(Requires HS Diploma/GED)

_____ **Clerical**

_____ **Food Service**

_____ **Cleaner**

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 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 |
|----------------------------|----------------|----------------|--------------|-------------|---------------------------|
| High School | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| College/Grad School | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Special Training | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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 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: _____