



**NEWARK VALLEY CENTRAL SCHOOLS**

68 Wilson Creek Road, PO Box 547

Newark Valley, NY 13811

(607) 642-3221

**APPLICATION FOR EMPLOYMENT – SUPPORT STAFF**

**(Please type or print plainly)**

Date \_\_\_\_\_  
Month Day Year

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Years lived at above address? \_\_\_\_\_ Email address \_\_\_\_\_

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Years lived there? \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_ If not, state your age. \_\_\_\_\_

Job(s) applied for: 1. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_  
2. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Do you want to work: Full time \_\_\_\_\_ or Part time \_\_\_\_\_? Specify days and hours if Part Time \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any experience, skills, or qualifications which you feel would especially fit you for work with the District.

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

If hired on what date would you be able to start work? \_\_\_\_\_ If hired, do you have reliable transportation to get to work? \_\_\_\_\_ If you possess a driver's license, state classification. \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Type of School	Name and Address	Graduated (circle)	Course or Major
Grammar or Grade School		Yes No	
High School		Yes No	
College		Yes No	
Post Graduate		Yes No	
Business or Trade		Yes No	
Other			

**MILITARY SERVICE RECORD**

Have you ever served in the armed forces of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, what branch? \_\_\_\_\_ Dates of duty from \_\_\_\_\_ to \_\_\_\_\_

What were your duties in the service (include special training and duty station)? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES (Excluding former Employers or Relatives)**

Name and Occupation	Address	Telephone

**\*\*\* Please include three (3) written letters of reference. \*\*\***

**ANTI-DISCRIMINATION POLICY**

The District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et. seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

**PRIOR WORK HISTORY** (List in order, last or present employer first)

Dates From/ To	Name & Address of Employer	Supervisor's Name, Title Telephone #	Rate of Pay Start/Finish
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Describe in detail the work you did. \_\_\_\_\_

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Dates From/ To	Name & Address of Employer	Supervisor's Name, Title Telephone #	Rate of Pay Start/Finish
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Describe in detail the work you did. \_\_\_\_\_

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Dates From/ To	Name & Address of Employer	Supervisor's Name, Title Telephone #	Rate of Pay Start/Finish
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Describe in detail the work you did. \_\_\_\_\_

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Dates From/ To	Name & Address of Employer	Supervisor's Name, Title Telephone #	Rate of Pay Start/Finish
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Describe in detail the work you did. \_\_\_\_\_

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May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact.

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**PLEASE READ CAREFULLY – APPLICANT’S CERTIFICATION**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I understand that the Newark Valley Central School District will be making an extensive inquiry regarding my background and experience and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) so long as the information given is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by you regarding my application will be the property of the School District and will not be released to me unless required by federal or state statutes or regulations.

\_\_\_\_\_  
Signature of Applicant

Thank you for completing this application form and for your interest in employment with us.

**Do Not Write Below this Line**

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Interview \_\_\_\_\_ Yes \_\_\_\_\_ No

Date \_\_\_\_\_ Time \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Interviewed by \_\_\_\_\_

Starting Date \_\_\_\_\_

Starting Rate \_\_\_\_\_