

APPLICATION FOR NON-INSTRUCTIONAL STAFF

**SILVER CREEK CENTRAL
SCHOOLS**
P.O. Box 270
Silver Creek, NY 14136
An Equal Opportunity Employer



Job(s) Applied For:
☐ Full Time ☐ Part Time
☐ Aide
☐ Cafeteria Monitor
☐ Clerical
☐ Nurse
☐ Cleaner
☐ Custodian
☐ Bus Driver
☐ Mechanic
☐ Other

Reasonable Accommodation: The Silver Creek Central School District complies with the Americans with Disabilities Act and will consider all requests for reasonable accommodations on a case-by-case basis. If you require a reasonable accommodation at any stage of the application or interview process, please contact the Business Office at 716-934-2603.

Submission of a Resume Does Not Relieve You of the Responsibility for Completing All Sections of the Official Application

Name _____
Last First Middle

Address _____ Telephone No. _____

Years at above address _____

Have you ever worked for the Silver Creek Central School District? Yes____ No____ If so, under what name? _____

Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record? _____

If yes, explain _____

Are you legally authorized to permanently work in the U.S.? _____ If not, explain your status on a separate sheet.

List any persons working for us who you know _____

Please indicate whether you are a veteran _____ or exempt volunteer fireman _____.

Are you a member of the NYS Employees' Retirement System? Yes____ No____

If YES, # _____

Criminal Background : "A conviction will not necessarily disqualify you from employment. Factors such as age and date of conviction, the seriousness and nature of the crime, rehabilitation, and the relationship of the crime to the job duties will be considered."

Have you ever been convicted of any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL, or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as youthful offender)**
Yes____ No____

Have you ever pled guilty to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as youthful offender)** Yes____ No____

Have you ever pled nolo contende or no contest to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as youthful offender)**
Yes____ No____

Do you currently have any pending arrests or criminal investigations against you at this time? Yes____ No____

If yes to any of the above, please state the nature and dates of conviction (s) or plea (s) and, if applicable, date (s) of release from prison.

Have you received fingerprinting clearance pursuant to a fingerprint and criminal background check from the New York State DCJS and FBI as set forth in the Education Law? Yes____ No____

"Are you able to meet the requirements of the job for which you are applying with or without a reasonable accommodation?" Yes____ No____

EDUCATIONAL PREPARATION

Name & Location of School	Major	Minor	Diploma or Degree
High School:			
College:			
Business or Trade:			
Other:			

PLEASE FILL OUT ADDITIONAL INFORMATION FOR THE PARTICULAR TYPE OF POSITION FOR WHICH YOU ARE APPLYING.

AIDE/MONITOR

Indicate experiences that qualify you for working with students in a supervisory or instructional setting _____

Are you interested in substitute work in this area? Yes ____ NO ____

CLERICAL

Your average typing speed _____ W.P.M.?

Do you have a preference or background for working in Purchasing, Accounts payable or Payroll? _____ If yes, please explain.

Have you taken any Civil Service examinations for clerical positions? _____

If yes When _____ Where _____

Title(s) _____ Score(s) _____

Are you interested in substitute work in this area? Yes ____ No ____

CUSTODIAL

Have you had experience or training in institutional cleaning? Yes ____ No ____

If yes, explain _____

Have you ever taken Civil Service examinations for custodial positions?

If yes When _____ Where _____

Title(s) _____ Score(s) _____

Are you interested in substitute work in this area? Yes ____ No ____

Indicate experience or training that qualifies you for work in the area of grounds, carpentry, electrical, plumbing, other (please specify) _____

Type of Driver's License _____ Have you been convicted of any moving traffic violations (reckless driving, speeding, etc.)? If yes, then give:
Date: _____ Conviction: _____
Disposition: _____
Court and Location: _____

ACTIVITIES

Activities in High School, College, Other _____

Awards, Honors, Recognition _____

EMPLOYMENT EXPERIENCE

List ALL prior employees starting with the most recent. Use an additional sheet if needed.

Name & Address of Employer	Supervisor's name & Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
	Phone ()			

Describe in detail the work you did _____

Name & Address of Employer	Supervisor's name & Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
	Phone ()			

Describe in detail the work you did _____

Name & Address of Employer	Supervisor's name & Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
	Phone ()			

Describe in detail the work you did _____

Name & Address of Employer	Supervisor's name & Title	From Mo. Yr.	To Mo. Yr.	Reason for Leaving
	Phone ()			

Describe in detail the work you did _____

Indicate any Employers listed above you do not wish us to contact.

Have you ever been dismissed or asked to resign an employment position? _____ If yes, explain on a separate sheet.

TRANSPORTATION

Answer the following if applying for Regular or Substitute Bus Driver:

Class of Driver's License _____ Expiration Date _____

Motorist Identification No. _____ State of Issuance _____

Attach to this application form at least (3) statements from three different persons who are not related to you either by blood or marriage pertaining to your moral character and reliability. This is a State Education Department requirement.

Have you ever had an accident while driving which resulted in injuries to yourself or others? Yes _____ No _____ If yes, describe in detail on a separate sheet.

Have you been convicted of any moving traffic violations (reckless driving, speeding, etc?) Yes _____ No _____ If Yes, give:

DATE

CHARGE

DISPOSITION

COURT & LOCATION

Active driving experience: School Bus _____ years - For whom _____

Passenger Bus or Heavy Truck _____ years – For whom _____

Light Truck or Station Wagon _____ years – For whom _____

Do you use intoxicants? Frequently () Occasionally () Never ()

If you are interested in automotive mechanics or body repair work, please indicate experience or training that qualifies you for these areas. _____

TO BE COMPLETED BY ALL APPLICANTS

REFERENCES

Give the names of three references who have closely observed your work as an employee or student. Recommendations by present and former supervisors, principals and other are preferred.

PLEASE PRINT	1	2	3
Name			
Position			
Address (include zip code)			

Telephone			
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I certify that the above information is true and correct to the best of my belief and knowledge. I affirm that I have read the completed application and have not withheld any information or response to any questions. I understand that discovery of any misrepresentation or omission by me in this regard may lead to the denial or employment, or if I am hired, the termination thereof at any time that the misrepresentation or omission is noticed by the District. I hereby grant permission to the Silver Creek Central School District, to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background. I authorize the District to verify the information which I have stated in this application or during the interview process to the full extent permitted by law. Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by the District, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check. I hereby indemnify, release and forever discharge and hold the Silver Creek Central School District and its officers, agents, and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto. I understand that completion of this employment application does not guarantee that I will be employed by the District. In the event that I am employed, I agree to conform to the District's rules and regulations. I understand that this application will remain active for One (1) year. If you wish to be considered for employment beyond this time period, I should inquire whether applications are being accepted at that time, and if so, complete a new application.

Applicant's Signature _____ Date _____

An Equal Opportunity Employer – “The Silver Creek Central School District is an equal opportunity employer and does not discriminate on the basis of age, race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status, familial status, arrest or conviction record, genetic predisposition or carrier status, status as a disabled or Vietnam Veteran or victim of domestic violence or any other basis protected by law (unless a bona fide occupational qualification applies). “