

**CANDOR CENTRAL SCHOOL**  
**P. O. Box 145**  
**Candor, New York 13743-0145**  
**Phone: (607)659-5010 Fax: (607)236-6028**  
**employment@candorcs.org**

**NON-INSTRUCTIONAL SUBSTITUTE APPLICATION FORM**

Thank you for your interest in our schools. Please complete and return this form via email by attaching your completed application to an email to [employment@candorcs.org](mailto:employment@candorcs.org). You can also complete this application, download it with your changes, print, and send it to the above address via USPS Mail.

Date: \_\_\_\_\_

Name	
Address	
Phone	
E-mail Address	
Social Security Number	

**POSITION FOR WHICH YOU ARE APPLYING**

Cafeteria/Food Service     
  Teacher Aide     
  School Nurse     
  Bus Monitor  
 Custodial/Cleaner     
  Clerical Aide

Have you ever taken a Civil Service examination for this position?      Yes  No   
 If yes, date taken: \_\_\_\_\_      Score received: \_\_\_\_\_

Have you any physical limitations which preclude you from performing certain jobs?      Yes  No

If yes, please explain:

---



---

How much time have you lost in the past year due to illness?      \_\_\_\_\_

Are you a citizen of the United States?      Yes  No

Are you legally eligible for employment in the United States?      Yes  No

Were you ever dismissed from any public employment      Yes  No

If yes, please explain:

If you served in the Armed Forces, did you receive an honorable discharge? Yes  No

If no, please explain: \_\_\_\_\_

State names of any relatives or friends working for us, other than spouse:

---

---

---

**Educational and Professional Training**

Name of Institution and Location (include high school, college, graduate work, etc. in order taken)	Date From/To	Total Credit Hours	Type of Degree or Diploma Received	Major Subject	Minor Subject

**Past Employment**

Employer/Address	Phone	Supervisor	Your Position	Dates of Employment To/From	Reason for Leaving

Briefly outline why you would like to work at Candor Central School:

---

---

List the activities in which you were engaged during your high school/college years which should contribute to your working well with children: i.e. band, choir, clubs, sports, civic:

---

---

---

Briefly describe your feelings toward school children:

---

---

---

List any hobbies you may have:

---

---

---

Present Salary: \_\_\_\_\_ Expected Salary: \_\_\_\_\_

When could you come in for an interview? \_\_\_\_\_

When could you begin work? \_\_\_\_\_

---

---

**References**

List three (3) references (other than relatives) who have first-hand knowledge of your character and working abilities:

Name/Address	Official Position	Phone No.

Do we have permission to contact your previous employers? Yes \_\_\_ No \_\_\_

In the event you are not employed for the vacancy, please answer the following:

- \_\_\_\_\_ I wish to have my application remain on file. (It will be kept for one year)
- \_\_\_\_\_ Should a regular position become available, I would like to be considered for the position.
- \_\_\_\_\_ Please discard my application

---

**Signature**

---

**Date**

You will hear from us as soon as a decision is made regarding the opening for which you have applied.

The District will employ in full compliance with Title IX and shall not discriminate on the basis of sex.

---

---

**School Use Only**

Supervisor's Rating ..... 1 2 3 4

District Superintendent's Rating ..... 1 2 3 4

Circle One: 1=Superior; 2=Above Average; 3=Average; 4=Below Average