

Clerical, teacher's aides and custodial positions are competitive positions through Civil Service.

Westfield Central School

203 East Main st., Westfield, NY 14787

(716) 326-2151

Application for Classified (Non-Teaching) Position

Directions:

1. Please fill out this entire application in detail.
2. Be sure you have received three (3) reference inquiry forms along with this application form. Give one form to each of your references to complete. All three (3) forms must be returned with your application in order for your application to be considered.
3. Do not use relatives for references.
4. Please return the completed application and references to the District Office.
5. If you should have any questions, please contact the Superintendent's Secretary at 326-2151 ext. 217.

Date of Application _____

Position(s) applied for _____

Name

Last

First

Middle

Address

Number

Street

City

State

Zip Code

Home Telephone (____) _____

Social Security Number _____ / _____ / _____

Work Telephone (____) _____

Retirement Number _____

(If you have one)

If you are under 18, can you furnish a work permit?

Yes _____

No _____

Have you filed an application here before?

Yes _____

No _____

If yes, give date _____

Have you ever been employed here before?

Yes _____

No _____

If yes, give date _____

Are you employed now?

Yes _____

No _____

Have you taken a Civil Service test within the past three years?

_____ Yes _____ No If yes, which one(s)? _____

References: Give the name, address, and telephone number of three (3) references who are not related to you. Have each of them complete a Reference Inquiry Form (attached).

Name	Address	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, gender, national origin or sexual orientation.

1. Employer _____ Telephone () _____
 Address _____
 Dates Employed: From _____ To _____
 Work Performed _____
 Job Title _____ Supervisor _____
 Reason for leaving _____

2. Employer _____ Telephone () _____
 Address _____
 Dates Employed: From _____ To _____

EDUCATION

	Elementary	High School	Technical/Bus. College/Univ.	Graduate/ Professional
School Name:				
Circle Years Completed:	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree:				
Describe Course of Study:				

Describe Specialized Training,

Apprenticeship Skill, and

Extra-Curricular Activities

Honors Received:

State any additional information you feel may be helpful to us in considering your application. You may attach additional information to this application.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

I understand that a physical examination may be required for employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the District.

Signature of Applicant

The Westfield CSI) advises students, parents, employees and the general public that it offers equal employment and educational opportunities, including vocational education opportunities, without regard to gender, race, creed, religion, sexual orientation, military status, color, national origin, veteran status, disability, predisposing genetic characteristics, use of recognized guide dog, hearing dog or service dog, domestic violence victim status, marital status, ancestry, or age. Mr. Michael Cipolla and Ms. Julia Murphy, are the Title IX and Section 504 Compliance Officer, Westfield Central School, 202 East Main St., Westfield, NY 14787, 716/326-2151.

Westfield Central School
203 East Main Street
Westfield, NY 14787 716-326-2151
Reference Inquiry – Non-Teaching School Employee

Name of Applicant: _____

The above named person has applied for a position _____ as with the Westfield Central School District. It is understood that you may have knowledge of the character, qualifications, and fitness of the person named above for this position. We request that you complete this form, answering all of the questions below and on the reverse side as fully and specifically as possible. The information you furnish will be held strictly confidential. Thank you for completing this form immediately upon its receipt and please return it at once.

1. Approximately how long have you known this applicant?

2. Have you ever worked with the applicant? Yes No

a. If yes, give company name and address:

b. Date: From To

c. What was his/her job during that period?

3. Please check the qualifying term which most nearly expresses your opinion with respect to the applicant's character and reputation:

_____ Outstanding _____ Good _____ Satisfactory _____ Poor

4. Would you employ him/her as a _____ Yes No

5. Are you related to the applicant? _____ Yes _____ No

If yes, state relationship: _____

6. To your knowledge has he/she ever been discharged or has he/she resigned from any employment after being told his/her conduct or work was not satisfactory?

Yes _____ No _____

If yes, please describe: _____

7. Do you know of any physical impairment of the applicant which would interfere with performance of his/her duties as a _____ ?

Name of Applicant: _____

15. Remarks: (Give any additional information which may assist us in determining the suitability of this person for the position of _____.)

I hereby certify that I have known the applicant whose name appears the questionnaire, and that the answers to the above questions with respect to him/her are true to the best knowledge and belief.

Signature

Name (please print)

Telephone Number

Name of Applicant: _____

Yes _____ No _____

If yes, please describe: _____

8. Do you know of any physical impairment of the applicant which would interfere with performance of his/her duties as a _____ ?

9. How would you characterize the applicant's response to other people?

(Check as many items as necessary.)

_____ Likeable _____ Friendly _____ Hard to get to know

_____ Easy Going _____ Serious _____ Easily annoyed

_____ Inclined to argue

10. How does the applicant react to children? (Check as many items as necessary.)

_____ Easy going _____ Firm but fair _____ Easily annoyed
_____ Friendly _____ Would command respect _____ Difficult to control temper
_____ Do not know

11. Would you like to have your children attend a school at which the applicant worked? ___ Yes ___ No

12. Which of the following best describes the applicant's attitude toward work?

_____ Has a tendency to try to avoid work.
_____ Generally does just enough to get by
_____ Occasionally shows some initiative toward work.
_____ Generally enjoys working, wants to be productive.
_____ Do not know.

13. How would you characterize the applicant's ability to work cooperatively in a group?

_____ He/She usually works best alone.
_____ He/She has problems working with others.
_____ He/She can work either alone or in a group without problems.
_____ He/She works best in a group situation. Do not know.

14. Do you know of any reason that the applicant would not be a suitable person to serve as a

_____ ? ___ Yes ___ No

If yes, explain:

Name of Applicant: _____

15. Remarks: (Give any additional information which may assist us in determining the suitability of this person for the position of _____.)

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