

ARKPORT CENTRAL SCHOOL
35 East Avenue
PO Box 70
Arkport, NY 14807

APPLICATION FOR EMPLOYMENT FOR A CLASSIFIED POSITION

Directions:

1. Please fill out this entire application in detail.
2. Be sure to fill out three (3) Letter of Reference Forms. All three (3) forms must be returned along with your application in order to be considered.

Please note: *The Arkport Central School District shall not discriminate against any individual because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, or marital status, in receiving, classifying, disposing or otherwise acting upon applications for employment.*

Date of Application: _____ Position(s) Applied For: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone Number: _____

If you are under 18, can you furnish a work permit? Yes ☐ No ☐

Have you ever been employed at Arkport? Yes ☐ No ☐

If yes, please list dates and your reason for leaving:

Date(s): _____ Reason for leaving: _____

Are you employed now? Yes ☐ No ☐

May we contact your present employer? Yes ☐ No ☐

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? Yes ☐ No ☐

Have you been convicted of a felony within the last 7 years? Yes ☐ No ☐

(Conviction will not necessarily disqualify applicant from employment.)

Have you ever been convicted of a crime or are criminal charges now pending against you?
Yes ☐ No ☐

If Yes, please explain:

Are you a Veteran of the U.S. Military service? Yes ☐ No ☐

If Yes, Branch: _____

Give name, address, and telephone number of three references that are not related to you.
(Each of them will have to complete a Qualification Inquiry Form.)

Applicants for Custodial, Maintenance or Laborer type positions:

Are you able to lift heavy objects and do physically demanding work? Yes ☐ No ☐

If No, explain: _____

Are you able to climb and work from ladders and scaffolds at heights of up to 40 feet?
Yes ☐ No ☐

If No, explain: _____

Applicants for Clerical and Aide type positions:

Can you type? Yes ☐ No ☐

If yes, give approximate words per minute: _____

Have you had experience using word processors or computers? Yes ☐ No ☐

If yes, briefly explain: _____

Have you taken a civil service test within the past 3 years? Yes ☐ No ☐

If Yes, which one(s)? _____

EMPLOYMENT EXPERIENCE

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

1. Employer _____ Phone: _____

Address/City, State & Zip _____

Hourly Rate/Salary: Starting _____ Final _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

2. Employer _____ Phone: _____

Address/City, State & Zip _____

Hourly Rate/Salary: Starting _____ Final _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

3. Employer _____ Phone: _____

Address/City, State & Zip _____

Hourly Rate/Salary: Starting _____ Final _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

EDUCATION

High School: _____
Name Location/City & State Date Degree Granted

College: _____
Name Location/City & State Major Type of Degree Dates of Attendance

Highest Degree Held: _____

A. ACTIVITIES YOU ARE INTERESTED IN DIRECTING OR PARTICIPATING WITH:
(Coaching, Music, Drama, Youth Activities, etc.)

B. OTHER

Please 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 will 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

LETTER OF REFERENCE FORM - CLASSIFIED SCHOOL EMPLOYEE

*** Please have three (3) separate forms filled out***

Name of Applicant: _____

The above named person has applied for a position as a _____ with the ARKPORT 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, in advance, for completing this form immediately upon its receipt.

1. Approximately how long have you known the applicant? _____

2. Have you ever worked with the applicant? ____ YES ____ NO Date(s): From _____ To _____

a. If "YES" where? Please give name of business and nature of work: _____

b. 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 again? ____ 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 give:

a. Name and address of employer _____

b. Reason for discharge or resignation _____

7. Do you know of any arrests or convictions of the applicant? ____ YES ____ NO

If "YES" please describe: _____

8. Please describe how the applicant interacts with other people:

9. Please describe how the applicant reacts to children:

10. Would you like to have your children attend a school where the applicant works? ____ YES ____ NO

11. Please describe the applicant's attitude toward work:

12. Please describe how the applicant works with others:

Remarks: Please give any additional information which may assist us in determining the suitability of this person for the position.

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

Name – (PLEASE PRINT)

(Address) (Phone number)

(Signature) (Date)

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