

**COPENHAGEN CENTRAL SCHOOL
P.O. BOX 30, COPENHAGEN, NEW YORK 13626**

INSTRUCTIONAL SUPPORT EMPLOYMENT APPLICATION

Mail to:

Date: _____

Superintendent
P.O. Box 30, Copenhagen, New York 13626
Phone: 315-688-4411; Fax: 315-688-2001
Website: www.ccsknights.org

All parts of this application must be completed, all questions answered, and the application must be signed to be considered for employment by Copenhagen Central School.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

*Please do not provide any personal information except that which is specifically requested on the employment application.

NAME: _____ SOC. SEC. #(Optional)* _____ - _____ - _____
*for payroll purposes only

FORMER NAME(S): _____
For purposes of verifying work and education records

MAILING ADDRESS: _____ HOME PHONE: () _____
_____ WORK PHONE: () _____

ARE YOU A MEMBER OF A NEW YORK STATE RETIREMENT SYSTEM? _____ Yes _____ No

If yes, what system? _____ What is your number? _____

CIVIL SERVICE STATUS: Are you currently on an active Civil Service List? _____ Yes _____ No

If yes, which list? _____

ARE YOU A MEMBER OF A VOLUNTEER FIRE DEPARTMENT? _____ Yes _____ No

Name of Fire Company: _____

EMPLOYMENT HISTORY

Employer	From-To	Position	Supervisor	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EDUCATION

<u>Name and Location of School</u>	<u>Course of Study</u>	<u>Diploma/Degree or Grade Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYER & PERSONAL REFERENCE

<u>Name and Occupation</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

MILITARY EXPERIENCE: Branch of Service _____ Rank/Speciality _____
 Dates of Service: From _____ To _____

LICENSES

I hold a New York State current license/registration for the following:

Area	Expiration Date
_____	_____

Applicant must provide original N.Y.S. license/registration at time of hire.

ADDITIONAL INFORMATION

CAN YOU PHYSICALLY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING EITHER WITH OR WITHOUT A REASONABLE ACCOMMODATION: _____ Yes _____ No

HAVE YOU EVER BEEN CONVICTED OF A VIOLATION OF LAW? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) _____ Yes _____ No

If yes, please explain: _____

HAVE YOU EVER BEEN FOUND GUILTY OF CHARGES AND REPRIMANDED, SUSPENDED, FINED, DEMOTED OR DISCHARGED UNDER SECTION 75 OF THE NEW YORK STATE CIVIL SERVICE LAW? (If you answered yes to this question, you will not necessarily be disqualified as an applicant for employment)
 _____ Yes _____ No

If you answered yes to the above question, please state in detail the action taken against you: _____

HAVE YOU EVER BEEN DISMISSED FROM A POSITION OR RESIGNED TO AVOID DISMISSAL?

_____ Yes _____ No

(If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)

If yes, please explain: _____

APPLICANT’S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.

I understand that the Copenhagen Central School will thoroughly investigate my work and personal history, and verify all data given on this application, on related papers, and in interviews.

I authorized all individuals, schools and employers mentioned therein to provide any information requested about me, and I release them from any and all legal liability or damage for disclosing information about me.

I understand that I am not guaranteed employment by merely completing this application and, even if I am hired by Copenhagen Central School, this document is not to be considered a contract for employment.

Unless otherwise indicated by a collective bargaining agreement or a specific right under state or federal law, I understand that I am an at-will employee and may be terminated with or without just cause at any time by the Copenhagen Central School District. I am also aware that I may resign from employment at any time by giving notice within the prescribed amount of time as stated in the collective bargaining agreement, or if not addressed by the collective bargaining agreement, then by law.

If I am chosen for employment by the Copenhagen Central School District, I agree to conform to the rules and regulations of the Copenhagen Central School District as set forth in the Copenhagen Central School District handbook or policies, and I acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the Copenhagen Central School District at any time at the Copenhagen Central School District’s sole discretion without prior notice to me.

I certify that I am available immediately for employment, and that by accepting employment with the Copenhagen Central school District, I will not be violating any other contracts or restrictive covenants.

Pursuant to the School Fingerprinting Law (2000 N.Y. Laws, Chapter 180), I understand that I will be discharged by the Copenhagen Central School District, if after my fingerprints are reviewed by Division of Criminal Justice Services (DCJS), the New York State Education Department does not clear me for employment.

Signature: _____ Date: _____

Print Name: _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**WAIVER AND RELEASE FOR APPLICANT
BACKGROUND CHECK**

By signing below, I, _____, hereby authorize the Copenhagen Central School to verify and investigate all statements I have made on the employment application, on related papers and in interviews. I authorize the Copenhagen Central School to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment with the Copenhagen Central School.

Signature

Date

Print Name

Note: If applicant is under the age of eighteen, a parent or guardian must sign in his/her place.

APPLICATION FOR CIVIL SERVICE EXAMINATION OR EMPLOYMENT

Lewis County Civil Service

7660 North State Street Lowville, NY 13367

Phone: (315) 376-5349 Fax: (315) 376-5152 Website: www.lewiscountyny.org

POSITION TITLE	EXAM NUMBER	SOCIAL SECURITY #: _____
_____	_____	EMAIL ADDRESS: _____

Print Last Name	First	MI	(Area Code) Home Phone	(Area Code) Business Phone
_____	_____	_____	(____) _____	(____) _____
Permanent Legal Address			(Mailing Address if different)	
_____			_____	
Street	Apt	Street	Apt	
_____	_____	_____	_____	
City / Town	State	Zip Code	City / Town	State
_____	_____	_____	_____	_____

Referring to your PERMANENT LEGAL ADDRESS, complete all items which apply to where you live.			If age is required on announcement for appointment or to take the examination, complete Date Of Birth: DOB: ____/____/____	
	<u>NAME</u>	<u>Years</u>		<u>Months</u>
What School District do you live in and for how long?	_____	_____		_____
What City do you live in and for how long?	_____	_____		_____
What Village do you live in and for how long?	_____	_____		_____
What Town do you live in and for how long?	_____	_____	_____	
What County do you live in and for how long?	_____	_____	_____	

A. Are you a citizen of the United States? <input type="radio"/> YES <input type="radio"/> NO (If NO, see Instruction H on page 4)	SPECIAL ARRANGEMENTS (Optional—See Instruction E, on page 4)
B. Are you or were you an exempt volunteer firefighter? <input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> Religious Accommodation <input type="radio"/> Military <input type="radio"/> Disability

Check appropriate box to the right of each question:

A. Were you ever dismissed or discharged from any employment for reasons other than lack of work, funds, disability or medical condition? YES NO

B. Did you ever resign from any employment rather than face dismissal? YES NO

C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? YES NO

D. Are you now under charges for any crime? YES NO

E. Have you ever been convicted of any crime (felony or misdemeanor)? YES NO

If you answered "YES" to any of the Questions A-D above, you may give specifics under "Remarks" on page 3 of this application. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position (s) for which you are applying.

F. Are you currently or have you ever served in the Armed Forces of the United States? If yes, complete questions for Veterans' Credits. YES NO

VETERANS' CREDITS If you wish to claim additional credits complete questions 1-4

Disabled War Veteran (10 Points) Non-disabled War Veteran (5 Points)

1. Did you receive a discharge which was honorable or were you released under honorable circumstances? YES NO

2. Did you serve in the Armed Forces of the United States during any of the following periods? YES NO
 (12/7/41 – 12/31/46) (6/27/50 – 1/31/55) (02/28/61 – 5/7/75) (Persian Gulf: 8/2/90--present)
 (Lebanon: 6/1/83 – 12/1/87) (Grenada: 10/23/83 – 11/21/83) (Panama: 12/20/89 – 1/31/90)

NOTE: Credits for Lebanon, Grenada, and Panama will be limited to those who received the following Expeditionary Medals:
 Armed Forces, Navy, or Marine Corps (U.S. Public Health Service: (7/29/45 – 12/31/46) OR (6/27/50 – 7/3/52)

3. Since January 1, 1951, have you received a permanent appointment in New York State using your veterans credits? YES NO

4. At the time of this application are you currently a New York State Resident? YES NO

(DATE STAMP BELOW)

- Approved
- Conditioned
- Disapproved

THIS AFFIRMATION MUST BE COMPLETED

I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury. (SEE page 4)

X _____
 (Signature in blue ink) Date

_____ Indicate any other surname (last name) by which you are or have been known

BE SURE TO ANSWER THIS SECTION

Have you applied to take any other examinations on this date? YES NO

If YES, follow CROSS-FILER instructions on examination announcement.

Failure to follow these instruction may result in your not receiving a correct admission notice and/or score.

EDUCATION: Read examination announcement for educational requirements. *If required, attach transcripts showing the date degree received, major subject, and/or required credit hours.*

Have you graduated from high school? IF YES, NAME AND LOCATION OF HIGH SCHOOL YEAR GRADUATED
 YES NO

Do you have a high school equivalency diploma? IF YES, ISSUING GOVERNMENTAL AUTHORITY: DATE OF ISSUE
 YES NO

	Name of School OR College and Address	Dates of Attendance (Month and Year)		Type of Course or Major Subject	Number of College Credits Rec'd	Type of Degree Rec'd	Date Degree Rec'd
		From	To				
College University, Professional Or Technical School							
Other Schools Or Special Courses							

LICENSES: If a license, or other authorization to practice trade or profession is listed as a requirement on the examination announcement for which you are applying, complete the following and **submit** a copy of license with this application: If not currently licensed check this box.

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of
Specialty	Date of License First Issued	Registered From: (Mo./Yr.) To: (Mo./Yr.)	

DRIVER'S LICENSE: Do you have a valid license to operate a motor vehicle in New York State? YES NO

DESCRIPTION OF EXPERIENCE: Beginning with your most recent employer, list all employment, military service, or volunteer experience that shows you meet the minimum qualifications for the examination. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your experience. **(Do not send your resume.)** Describe the work which you personally performed. If you supervised, state how many people and the nature of such supervision.

Dates Employed MO YR MO YR / to /	Employer	Address	City and State
Hours per week	Job Title	Supervisor's Name	Supervisor's Title
			Type of Business

Describe specific work performed and job responsibilities:

Dates Employed MO YR MO YR / to /	Employer	Address	City and State
Hours per week	Job Title	Supervisor's Name	Supervisor's Title
Type of Business			

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Dates Employed MO YR MO YR / to /	Employer	Address	City and State
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Hours per week	Job Title	Supervisor's Name	Supervisor's Title
Type of Business			

Describe specific work performed and job responsibilities:

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2 x 11 sheets)