

**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](http://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**

<b>Employer</b>	<b>From-To</b>	<b>Position</b>	<b>Supervisor</b>	<b>Reason for Leaving</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**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.*