



Depew Union Free School District
District Offices
5201 S. Transit Road
Depew, New York 14043
APPLICATION FOR EMPLOYMENT
(NON-INSTRUCTIONAL PERSONNEL)

DATE: _____

To applicant: Depew Union Free School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, marital status, creed, disability, religion, sexual orientation, or any other classification protected by law.

NAME: _____
(last name, first name)

ADDRESS: _____
(street address)

(city/town) (state) (zip)

DAY PHONE:() _____ **EVENING PHONE:**() _____

POSITION REQUESTED:

- Cafeteria Food Service Helper Custodial/Cleaner Clerical _____
(Position Title)
- Cafeteria Monitor Student Monitor Other _____
- Bus Driver Bus Attendant

Do you have the legal right to work and remain in the United States? yes no

Are you seeking: full-time work part-time work either

Would you want to be considered for substitute work? yes no

If applying for custodial/cleaner work, would you be able to work:

- any shift 1st shift only 2nd shift only 3rd shift only

If you have ever taken a Civil Service examination, give the title: _____

Effective July 1, 2001, the Schools Against Violence in Education (SAVE) Legislation requires the Commissioner of Education and the New York State Education Department (NYSED) to request a fingerprint supported criminal history background check for prospective employees of school districts, charter schools and board of cooperative educational services (BOCES). School Bus Drivers and Bus Attendants must submit to the mandated fingerprinting procedure pursuant to Article 19A of the NYS Dept. of Motor Vehicles. Any applicant who is offered a position is responsible for any and all costs incurred for fingerprinting.

Can you meet the job description requirements for the job you are applying for with or without reasonable accommodation? yes no

Have you ever been convicted of or plead guilty to a crime (felony or misdemeanor), violation or offense? yes no

2.

If yes, set forth the nature of the conviction, date, and, if applicable, date of release from prison.

Note: Record of Conviction does not necessarily disqualify an applicant from employment consideration.

Have you ever resigned from any employment at the request of any employer to avoid discharge or any other disciplinary action? yes no

If yes, explain when and why _____

Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? yes no

If yes, explain when and why _____

PREVIOUS WORK EXPERIENCE: Beginning with the most recent, describe in detail below, all employment that is pertinent to the position applied for. If you have military service, which includes experience pertinent to the position, describe such experience as a separate employment. If your title or duties changed materially in the course of your employment in any one organization, indicate such change clearly and as separate employment, i.e. cleaner to custodian, clerk typist to clerk stenographer. Under "duties" for each employment, describe the nature of work personally performed by you. State size and kind of working force, if any, supervised by you and the extent of such supervision.

LENGTH OF EMPLOYMENT	EMPLOYER:	
FROM DATE:	Street Address:	
TO DATE:	City/State:	Phone No.:
Name & Title of Supervisor:		
Your Exact Title:		
Reason for Leaving:		
Describe Duties:		

PREVIOUS EMPLOYMENT (continued)

LENGTH OF EMPLOYMENT	EMPLOYER:	
FROM DATE:	Street Address:	
TO DATE:	City/State:	Phone No:
Name & Title of Supervisor:		
Your Exact Title:		
Reason for Leaving:		
Describe Duties:		

LENGTH OF EMPLOYMENT	EMPLOYER:	
FROM DATE:	Street Address:	
TO DATE:	City/State:	Phone No:
Name & Title of Supervisor:		
Your Exact Title:		
Reason for Leaving:		
Describe Duties:		

EDUCATION AND TRAINING

Type of School	Name and Address	Did you graduate?	Number of years attended	List diploma or degree(s)/major subject(s)
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business or Trade		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College(s)		<input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION AND TRAINING (continued)

Describe other special training: _____

PROFESSIONAL REFERENCES: Please give the names of three references who have closely observed your work as an employee.

Name:	Title:
Phone: ()	Address:

Name:	Title:
Phone: ()	Address:

Name:	Title:
Phone: ()	Address:

PERSONAL REFERENCES: Please list one or more persons not related to you (applicant) qualified and willing to give an appraisal of your fitness for the position you seek.

Name:	Phone:	Year acquainted?
Position:	()	
Name:	Phone:	Year acquainted?
Position:	()	

Please read the following statements carefully as they constitute conditions for employment with the Depew Union Free School District ("District").

I hereby affirm that the information I have provided on this application is complete, accurate, and true to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information on this application or during the interview process, regardless of when such misrepresentation or omission is discovered, may result in refusal of employment, or if employed, shall constitute grounds for immediate termination.

The persons, schools, current and prior employers, and other organizations named in this application are authorized by me to verify the information I have provided and to provide the District with information that may be requested by it to arrive at an employment decision. I agree that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally and further waive and release the District from any liability arising from reliance on the aforementioned information or the use, publication or retention of such information within the context of its applicant review procedures.

In the event I am hired for employment by the District, I understand that I am required to abide by all rules, regulations, and policies of the District and that the policies and procedures relating to conditions of employment are subject to modification at any time.

I understand that the District is in no way obligated to provide employment and that I am in no way obligated to accept employment with the District. Nothing in this application or in other policies and procedures are intended to create a contract of employment, expressed, or implied.

Date

Signature of Applicant