

Jason Chevrier
Superintendent
518-732-2297



Shelley Palmer
President
Board of Education

APPLICATION FOR EMPLOYMENT – NON-INSTRUCTIONAL STAFF

[PLEASE PRINT]

Name _____

Address _____

Phone: _____ E-MAIL: _____

Is your residence within the school district? YES _____

Telephone number _____

Are you a citizen of the United States? YES _____

Are you a United States war veteran? YES _____

Position(s) in which you wish to apply _____

Employment desired at:

Castleton Elementary School _____ Maintenance Dept. _____

Maple Hill Middle School _____ Transportation Dept. _____

Maple Hill High School _____ District/Business Office _____

Available during the hours of _____

When are you available to start work? _____

REFERENCES:

Please list the name(s) and complete mailing addresses (including zip code) and phone numbers of at least three persons not related to you by blood or marriage, who may be contacted by school officials for references as to your qualifications, character and reliability. One of the references must be your current or most recent employer.

Name

Address

Phone No.

[over]

Employment or occupations you have had, with current or most recent position listed first:

Title of Position, Name of Firm, Supervisor's Name, Address, Phone No., Years of Service

May we call for references? YES _____

Describe your typing/keyboarding ability _____

Computer experience – List software with which you are competent (e.g. Microsoft Word, Excel, Access, Word Perfect, Info-Matic, etc.) _____

Do you have experience signing for the deaf or hearing impaired? YES _____
Current CPR or first aid course(s) _____

Experience working with children _____

For substitute nurses: Type of nursing license held _____

If applying for to be a driver, are you 19-A certified? YES _____

Do you hold a current commercial driver's license (CDL)? YES _____

Date _____ Signature _____

INSTRUCTIONS: This form should be completed and mailed to Schodack Central Schools District/Business Office, 1477 South Schodack Road, Castleton, NY 12033 (518-732-2297). References will be checked. A physical may be required prior to employment.

As of July 1, 2001, all districts are required to fingerprint and perform a background check through the Department of Criminal Justice and the FBI. Please indicate whether this has been completed previously. YES _____ NO _____

(If no, you will be contacted regarding fingerprinting.)

The Schodack Central School District offers employment without regard to sex, race, color, national origin or handicap. Pursuant to the Americans with Disabilities Act, the Schodack Central School District will provide reasonable accommodations to job applicants and employees who are qualified individuals with disabilities.