

APPLICATION FOR EMPLOYMENT (Non-teaching)

BERNE-KNOX-WESTERLO CENTRAL SCHOOL DISTRICT

1738 Helderberg Trail, Berne, New York 12023

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or handicap.

(Please Print or Type)

Date of Application _____ Position Applied For _____

Are you available to Substitute? _____

Referral Source _____ Advertisement _____ Friend _____ Walk-in

_____ Other School _____ Other _____

NAME

_____ Last First Middle Initial

ADDRESS

_____ Number Street City State Zip

TELEPHONE Daytime() _____ **SOCIAL SECURITY NUMBER** _____

Evening() _____

EDUCATION

	Elementary					High				College/University				Graduate/ Professional			
School Name																	
Years Completed: (Circle)	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study:																	
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities																	

HONORS RECEIVED: _____

State any additional information you feel may be helpful to us in considering your application.

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.

Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
*****		*****		*****
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
*****		*****		*****
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

If you need additional space, please continue on back of this sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience.

Please answer the following questions:

Are you employed now? Yes No

Where? _____

May we contact your present employer? Yes No

Are you a citizen of the United States? Yes No

If no; are you prevented lawfully from becoming employed in this country because of visa or immigration status
 Yes No

Have you ever been convicted of or pled guilty to a crime and/or violation, either a misdemeanor or a felony?
(including but not limited to child abuse, theft, moving motor vehicle violations, drug related charges or other
violent crimes)? Yes No
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

Have you ever been found guilty of professional misconduct in any state? Yes No

Are you a veteran of U.S. military service? Yes No

Give name, address and telephone number of three references who are not related to you.

Please state below the reason you would like to work in the Berne-Knox-Westerlo Central School System.

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.

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, regulations, and policies of the Berne-Knox-Westerlo Central School District.

Signature of Applicant

Date

For Office Use Only

Arrange Interview Yes No

Remarks _____

Interviewer

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

By _____
Name and Title Date