

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 disability.

If completing this form on paper, please print clearly using black ink.

Date of Application:

Position Applied For:

Are you available to Substitute?

Referral Source: Advertisement _____ Friend _____ Walk-in Other: _____

NAME: (Last, First, Middle Initial):

ADDRESS (Number & Street):

City:

State:

Zip:

TELEPHONE (with area code): Daytime:

Evening:

SOCIAL SECURITY NUMBER:

EDUCATION

	Elementary & Middle/Jr. HS	High School	College/University	Graduate/Professional
School Name (s)				
Highest Grade or Year Completed:				
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	Dates Employed (From/to)	Work Performed
Telephone		
Address	Job Title	
Supervisor		
Reason for Leaving		
Employer	Dates Employed (From/to)	Work Performed
Telephone		
Address	Job Title	
Supervisor		
Reason for Leaving		
Employer	Dates Employed (From/to)	Work Performed
Telephone		
Address	Job Title	
Supervisor		
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):

Provide the 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, title, date):	