

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.

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**EMPLOYMENT EXPERIENCE**

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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.

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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 \_\_\_\_\_

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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.

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

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**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