

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

321 List Avenue
Rochester, NY 14617
(585) 342-5500

APPLICATION FOR EMPLOYMENT

(Please Type or Print)

NAME: _____ **SOCIAL SECURITY #:** _____
(Voluntary – used for tracking system)

ADDRESS: _____ **TELEPHONE:** _____

City

Zip

EMPLOYMENT DESIRED (Please number in order of preference)

CAFETERIA _____ CLERICAL _____ MAINTENANCE _____ PARAPROFESSIONAL _____
(attach resume)

AVAILABLE AS A PER DIEM SUBSTITUTE? _____ YES _____ NO

TERMS OF EMPLOYMENT DESIRED (Please number in order of preference)

10 month, Full-time _____ 12 month, Full-time _____
10 month, Part-time _____ 12 month, Part-time _____

Describe briefly, experience you have had which may apply to the position you desire:

Clerical positions require Civil Service Examination. Have you taken a Civil Service Exam in the last 12 months? _____ If yes, Title of Exam(s) _____

Do you have Civil Service Status _____ Yes _____ No

If YES, what is your title? _____

CLERICAL SKILLS

Typing _____
Copying Machines _____
Switchboard _____

COMPUTER SKILLS

Programs _____
Software _____
Other _____

PARAPROFESSIONAL

Aide (Supervision) _____ Bus Monitor _____
Assistant (Instructional) _____ Lunchroom Aide _____

West Irondequoit Central School District is in compliance with the U.S. Civil Rights Act of 1964 and the TITLE IX Educational Amendments of 1972, Part 86. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, sexual orientation, military and veteran status, or marital status.

EDUCATION:

High School Attended: _____

City _____

State _____

Did you graduate? _____ Type of Course: _____ Academic _____ Business _____ Other _____

Education or Training after High School (College, trade school, evening school, business courses, military training, etc.)

<i>School or Course</i>	<i>Type of Education/Training</i>	<i>How Many Years Attended</i>	<i>Certificate or Degree</i>

EXPERIENCE (List past paid employment beginning with most recent position held. Use additional sheet of paper if necessary.)

<i>Place of Employment</i>	<i>Address</i>	<i>Type of Work Done</i>	<i>Dates Employed</i>	<i>Last Year Employed</i>	<i>Reason for Leaving</i>

VOLUNTEER EXPERIENCE (Please indicate any volunteer experience relevant to the job duties for which you are applying)

<i>Place Volunteered</i>	<i>Address</i>	<i>Type of Work Done</i>

MILITARY STATUS

<i>Military Status</i>	<i>Branch of Service</i>	<i>Rank</i>	<i>Did you receive a dishonorable discharge?</i>

REFERENCES (Please list names of individuals [other than relatives] qualified to comment on your past employment record. If not previously employed, list names of individuals [other than relatives] who can comment upon your character and personal qualities.)

<i>Name</i>	<i>Position</i>	<i>Address</i>	<i>Telephone</i>

ANSWER ALL BELOW QUESTIONS: (Applications will not be considered without the following questions answered.)

- 1.) **Are you a citizen of the United States?** Yes _____ No _____
If No, do you plan on becoming a citizen of the United States? Yes _____ No _____
- 2.) **Have you ever been convicted of a crime, other than traffic violation?** Yes _____ No _____
If Yes, please attach a sheet with explanation.
- 3.) **Can you perform the essential functions of the job without special accommodations?** Yes _____ No _____
If No, Please attach brief explanation.

I certify that the statements made in this application are true to the best of my knowledge and belief and authorize any individual, company, or institution with whom I have been associated, to furnish the West Irondequoit School District with any information concerning my employment.

Date: _____

Legal Signature: _____