



NON-INSTRUCTIONAL PERSONNEL APPLICATION

VESTAL NEW YORK 13850

Please check: Regular Employment Substitute Employment

NOTE TO APPLICANT: Please print or type name & date along left margin.

THE VESTAL CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Date

Position Sought _____ Date _____

M.I.

Name _____
(Last) (First) (M.I.)

APPLICANT DATA

Yes No

Are you at least 18 years of age?.....

Have you had training for the job for which you have applied?.....

If yes, where? _____

Duration of training? _____

What other work experience have you had that will help you in the work for which you are applying? _____

Can you work full time? Yes No If not, state the hours you can work. _____

Can you work year round? Yes No If not, state the months you can work. _____

Can you work in all schools? Yes No If not, list schools in which you cannot work. _____

What is the minimum salary for which you will work? _____

Have you ever previously filed an application in this school district? Yes No If yes, for what job? _____

Were you ever dismissed from any public (government) employment? Yes No If yes, give details on separate sheet.

Are you a member of the NYS Employees' Retirement System? Yes No If yes, give membership no. _____

First

Last Name

List below three references. Include former employers. References may be contacted prior to interviews.

Administrative Use

Name of Reference & Title	Mailing Address	Phone Number	Init. & Date

The Vestal Central School District does not discriminate in employment or in the education programs and activities which it operates on the basis of actual or perceived race, gender identity or sex, sexual orientation, age, ethnic group, religion, religious practice, marital status, military status, color, weight, national origin, predisposing genetic characteristics or disability in violation of Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973, Title II of the Genetic Information Non-Discrimination Act of 2008, and New York State Human Rights Law.

APPLICANTS FOR CLERICAL JOBS ONLY

What business or office machines have you operated? _____

Describe your experience with computers; include word processing experience and knowledge of software. _____

APPLICANTS FOR BUILDINGS AND GROUNDS JOBS ONLY

What tools or machines have you operated? _____

APPLICANTS FOR AUTOMOTIVE MECHANIC AND SERVICE PERSONNEL JOBS ONLY

Do you have a Class Three (3) License? Yes No

APPLICANTS FOR BUS DRIVER JOBS ONLY

Class of driver's license _____ Expiration date of such license _____

Motorist identification number _____ - _____ - _____ State of Issuance _____

Have you ever had an accident which resulted in injuries to yourself or others? Yes No If yes, give details on separate sheet.

Have you been convicted of moving traffic violations in the past three (3) years? Yes No If yes, give details (date, charge, court, and location) on separate sheet.

How many years of active driving experience do you have for the following types of vehicles:

School Bus _____ Passenger Bus or Heavy Truck _____ Light Truck or Station Wagon _____

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the school district and the reference sources from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Date _____ Signature _____

Revised 3/13/15

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