



EDWARDS-KNOX CENTRAL SCHOOL
NON-INSTRUCTIONAL APPLICATION FORM

For Office Use Only
Approved _____

Position Applying For:

_____ Cafeteria _____ Cleaner _____ Clerical _____ Bus Driver
_____ Custodial _____ Tax Collector _____ Lifeguard _____ Mechanic
_____ LPN/Aide _____ Bus Monitor _____ Teacher Assistant

PERSONAL

Name _____ Date _____

Present Address _____ Telephone # _____

Previous Address _____ How long did you live there? _____

Are you a U.S. Citizen? _____ Sex: M _____ F _____ Social Sec. # _____

Position(s) applied for _____

Would you work full-time? _____ Part-time? _____ Substitute? _____

Are you a member of the New York State Retirement System? _____

Retirement # _____ Were you previously employed by us? _____

Bus Driver Applicants: Class of License _____ License # _____

Date _____ Date of Issuance _____ Expiration _____

Lifeguard Applicants: First Aid _____ CPR _____ Lifeguard Certificate _____

NYS Assessment of Teaching Assistant: Total Score _____ Status _____

Have you ever been convicted of a crime? If yes, describe in full _____

If your application is considered favorable, what date would you be able to start work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the school? _____

PERSONAL REFERENCES

Name Occupation Address Phone #

RECORD OF EDUCATION

High School Attended _____ Address _____

Course of Study _____ Years Attended _____ Last Grade Completed _____

Did you graduate _____ Year? _____ Other Education _____

MILITARY SERVICE RECORD

What is your present Selective Service Classification? _____

What branch of the U.S. Armed Forces were you in? _____

Dates of Duty: From _____ To _____ Rank at Discharge _____

List of duties in the Service, including special training: _____

WORK EXPERIENCE

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH THE MOST RECENT

May we contact the employers listed above? _____

Have you ever been bonded? _____ If yes, on what jobs? _____

I understand, should I be hired by the Edwards-Knox Central School District, either on a permanent or substitute basis, that I will be informed of my rights to join the New York State Retirement System.

The facts set forth above in my application are true and complete to the best of my knowledge. In addition, I authorize the Edwards-Knox Central School District to investigate all statements in this application and to secure all appropriate information from all my employers, references, academic institutions and governmental departments and agencies. I do hereby authorize such employers, references, academic institutions and agencies to release such information and I do hereby release all of those employers, references, academic institutions and the Edwards-Knox Central School District from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with the Edwards-Knox Central School District.

Signature of Applicant: _____

Please complete this form, attaching two reference letters and return it to:

Ms. Suzanne L. Kelly
Superintendent of Schools
Edwards-Knox Central School
P.O. Box 630
Russell, New York 13684

This applications will be held on file for the school year in which you apply.

Edwards-Knox Central School is an Equal Opportunity Employer. Suzanne Kelly is the Compliance Officer for Title IX. Any inquiries regarding compliance with Title IX should be directed to the Compliance Officer at the address listed above, telephone (315)562-8326, or through the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.