

WEST SENECA CENTRAL SCHOOL DISTRICT



Human Resources Office
 675 Potters Road
 West Seneca, NY 14224
 (716) 677-3186
 Fax: (716) 677-3132

Job(s) Applied for:

- Full Time Part Time
- Substitute
- Teacher Aide *
- Registered Nurse *
- Licensed Practical Nurse*
- Maintenance/Grounds *
- Custodial *
- Cleaner
- Food Service Helper
- Cafeteria Monitor*
- Bus Attendant *
- Bus Driver *
- Bus Mechanic *
- Other _____

***P08 needed**

*NYS Human Rights Law prohibits discrimination based on age, race, creed, color, national origin, sexual orientation, military status, sex, marital status, or disability. *EQUAL OPPORTUNITY EMPLOYER**

~Personal Information~

Name _____
Last First MI

Address _____
Street City State Zip

Years at above address _____ Phone Number _____ Cell phone _____

Have you ever been convicted of a crime, excluding minor traffic offenses?
 YES NO (if yes, please explain on separate sheet)

Are you related to any member of the current Board of Education or any employee in the District?
 YES NO (Name: _____ Relationship _____)

Have you been issued a certificate and relief from disability YES NO

Please submit a resume with this application if available

~Educational Preparation~

Name & Location of School	Major	Minor	Diploma/Degree
High School _____ _____			
College _____ _____			
Other _____			

~Employment Experience~

List most recent experience first

Name & Address of Employer	Supervisor's Name, Title & Phone number	FROM	TO	Reason for Leaving
1.				
		Annual Salary		
Describe in detail the work you did:				
2.				
		Annual Salary		
Describe in detail the work you did:				
3.				
		Annual Salary		
Describe in detail the work you did:				

Have you ever been released or asked to resign an employment position?

YES NO (if yes, please explain on a separate sheet)

Indicate any employers listed above you do not wish us to contact _____

If you are offered a position with the West Seneca Central School District in a safety sensitive position, you will by law be subject to a pre-employment and periodic random drug and alcohol tests.

~References~

Give the names of three references who have closely observed your work as an employee or student. Recommendations by present and former supervisors, principals and others are preferred. Do NOT list relatives.

Please print	1	2	3
Name			
Position			
Address			
Phone#			

I waive my right of access to any information submitted by these references

Signature of applicant

If you knowingly make a false statement in this application, you commit a misdemeanor.
PLEASE FILL OUT ADDITIONAL INFORMATION FOR THE PARTICULAR TYPE POSITION FOR WHICH YOU ARE APPLYING.
Please submit 3 letters of recommendation attesting to your ability to work with others.

~TEACHER AIDE, NURSE, BUS ATTENDANT~

Indicate experiences that qualify you for working with students.

~CLERICAL~

Mark with an X the duties that you feel qualified to perform. Mark with XX the duties you have actually successfully performed.
Mark with XXX the duties that you particularly like and feel well qualified to perform.

____ Typing ____ Filing ____ Bookkeeping ____ Receptionist
____ Microsoft Word ____ Microsoft Excel ____ Microsoft Powerpoint ____ Money handling
____ Other _____

Have you taken any civil service examinations for clerical positions? YES NO
When _____ Exam Titles _____ Scores _____

~CUSTODIAL/CLEANER~

Have you had experience or training in institutional cleaning? YES NO If yes, explain _____

Have you ever supervised others in an institutional cleaning operation? YES NO If yes, explain _____

Have you taken any civil service examinations for custodial positions? YES NO
When _____ Exam Titles _____ Scores _____

~MAINTENANCE~

Job Titles in this area are: Laborer, Groundworker, Maintenance Mechanic (skills in carpentry, electrical, plumbing, etc)
Indicate experience of training that qualifies you for your area of preference:

Type of Driver's License _____

Have you been convicted of any moving traffic violations (reckless driving, speeding, DWI, etc)

YES NO If yes, give specifics: Date _____ Charge _____
Court & Location _____ Disposition _____

