

Office Use Only

Date(s) of Interview(s) _____

Building _____

Interviewer's Initials _____

Effective Date ____/____/____

Initial Salary Rate _____

Certification _____

EC _____ DOB ____/____/____

Documents Received:

☐ cover letter ☐ resume

☐ certificate(s) ☐ transcripts

Form revised : 12/27/19

Building: _____
Grade Level: _____
Other: _____

[illegible]

EDUCATIONAL PREPARATION

Name and Location of School	Did You Graduate?	Diploma or Degree	Major/Minor
High School _____ _____	Yes ☐ No ☐	_____	_____
College _____ _____	Yes ☐ No ☐	_____	_____
Business/Trade _____ _____	Yes ☐ No ☐	_____	_____
Other _____ _____	Yes ☐ No ☐	_____	_____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

(List most recent experience first/list all prior employers/use additional sheet if necessary.)

Name of Employer _____	Supervisor's Name/Title _____
Address _____	Years of Service _____
City _____ State _____ Zip _____	Number of Hours Worked _____
Phone () _____	May we contact this employer? Yes ☐ No ☐

Position Held (please describe in detail the work you performed): _____

Reason for leaving: _____

Name of Employer _____	Supervisor's Name/Title _____
Address _____	Years of Service _____
City _____ State _____ Zip _____	Number of Hours Worked _____
Phone () _____	May we contact this employer? Yes ☐ No ☐

Position Held (please describe in detail the work you performed): _____

Reason for leaving: _____

Name of Employer _____	Supervisor's Name/Title _____
Address _____	Years of Service _____
City _____ State _____ Zip _____	Numbers of Hours Worked _____
Phone () _____	May we contact this employer? Yes ☐ No ☐

Position Held (please describe in detail the work you performed): _____

Reason for leaving: _____

Clerical

Do you have computer experience?

Yes ☐ No ☐

If your response is "yes" list software programs you are familiar with: _____

Have you taken any Civil Service examinations for clerical positions?

Yes ☐ No ☐

When _____ Where _____

Title(s) _____ Score(s) _____

Are you interested in substitute work in this area?

Yes ☐ No ☐

Food Services

Have you ever had experience in preparing and serving food in an institutional setting? Yes ☐ No ☐

If your response is "yes" describe: _____

Please indicate your reason for seeking employment in this area: _____

Are you interested in substitute work in this area?

Yes ☐ No ☐

Operations and Maintenance

Have you had experience or training in institutional cleaning?

Yes ☐ No ☐

If your response is "yes" describe: _____

Have you ever supervised others in an institutional cleaning operation?

Yes ☐ No ☐

If your response is "yes" describe: _____

Indicate experience or training that qualifies you for your area of preference _____

Type of driver's license _____

Have you taken any Civil Service examinations for custodial positions?

Yes ☐ No ☐

When _____ Where _____

Title(s) _____ Score(s) _____

Are you interested in substitute work in this area?

Yes ☐ No ☐

Paraprofessional

Indicate experience that qualifies you for working with students in a supervisory instructional setting: _____

Are you interested in substitute work in this area?

Yes ☐ No ☐

Name of Employer _____ Supervisor's Name/Title _____
Address _____ Years of Service _____
City _____ State _____ Zip _____ Number of Hours Worked per Week _____
Phone () _____ May we contact this employer? Yes ☐ No ☐
Email: _____

Position Held (please describe in detail the work you performed):

Reason for leaving: _____

Other references familiar with your work

Name _____
Address _____
City _____ State _____ Zip _____
Relationship _____
Phone () _____
Email: _____

Name _____
Address _____
City _____ State _____ Zip _____
Relationship _____
Phone () _____
Email: _____

Name _____
Address _____
City _____ State _____ Zip _____
Relationship _____
Phone () _____ Email: _____

Additional Information

Describe any additional information or comments that would be useful in the course of your employment (e.g. sports played or coached; interest in coaching or extracurricular advisorship; foreign languages spoken; travel experience; volunteer experience): _____

New York State Retirement System

As a part-time employee, you have the option to join the New York State Retirement System. If you decide to join, there is a mandatory contribution for retirement deducted from the gross amount of your check.

- ☐ I am already a member.
☐ I do not wish to join the New York State Retirement System.
☐ Please send me all forms necessary to join the New York State Retirement System.

I hereby certify that the facts set forth in the above employment form are true and complete to the best of my knowledge. I authorize you to make any investigation of my employment record. I waive my right of access to any information provided by any references in the process of investigating my work record. I understand that false or misleading statements will be considered justification for disqualification of my application or termination of employment.

Employee's Signature: _____ Date: _____

The Pine Bush Central School District is an equal opportunity employer. The District does not discriminate in its education programs/activities or in employment on the basis of, and applicants are considered for all positions without regard to, race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job related medical condition of handicap, or other legally protected status. Any concerns regarding discrimination should be directed to the District Title IX Compliance Officer or to the US Department of Education. Office of Civil Rights.