

Minerva Central School

Candice L. Husson - Superintendent
Cortney McCauliffe - Business Manager



(PLEASE PRINT)

| | |
|--|--------------------------------------|
| Position Applied For | Date of Application |
| How Did You Learn About Us? | |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative |
| | <input type="checkbox"/> Walk-In |
| | <input type="checkbox"/> Other _____ |

| | | |
|---------------------|------------------------|-------------|
| Last Name | First Name | Middle Name |
| Address Number | Street | City |
| | | State |
| | | Zip Code |
| Telephone Number(s) | Social Security Number | |

If you are less than 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment

☐ Yes ☐ No

On what date would you be available to work?

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

☐ Yes ☐ No

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

| | Elementary School | | | | | High School | | | | Undergraduate College / University | | | | Graduate / Professional | | | |
|--|-------------------|---|---|---|---|-------------|----|----|----|------------------------------------|---|---|---|-------------------------|---|---|---|
| School Name / Location | | | | | | | | | | | | | | | | | |
| Years Completed | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Diploma / Degree | | | | | | | | | | | | | | | | | |
| Describe Course of Study | | | | | | | | | | | | | | | | | |
| Describe any specialized training, apprenticeship, skills and extra-curricular activities | | | | | | | | | | | | | | | | | |
| Describe any honors you have received | | | | | | | | | | | | | | | | | |
| State any additional information you feel may be helpful to us in considering your application | | | | | | | | | | | | | | | | | |

| Indicate any foreign languages you can speak, read and / or write | | | |
|---|--------|------|------|
| | FLUENT | GOOD | FAIR |
| SPEAK | | | |
| READ | | | |
| WRITE | | | |

List profession, trade, business or civic activities and offices held:

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references that are not related to you and are not previous employers.

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |

Have you ever had any job-related training in the United States Military? ☐ Yes ☐ No

| | |
|-------------------------|--|
| If Yes, please describe | |
|-------------------------|--|

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ☐ Yes ☐ No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion gender, national origin, handicap or other protected status.

| | | | | | |
|----|--------------------|------------|----------------|----|-----------------------|
| 1. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | | | | | |
| | | | | | |
| | Job Title | Supervisor | | | |
| | Reason for Leaving | | | | |
| 2. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | | | | | |
| | | | | | |
| | Job Title | Supervisor | | | |
| | Reason for Leaving | | | | |
| 3. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | | | | | |
| | | | | | |
| | Job Title | Supervisor | | | |
| | Reason for Leaving | | | | |
| 4. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | | | | | |
| | | | | | |
| | Job Title | Supervisor | | | |
| | Reason for Leaving | | | | |

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Please list all current forms of certifications that you now hold.

| <u>Certification Area</u> | <u>Date Conferred</u> | <u>Date Expired (if applicable)</u> | <u>State</u> |
|---------------------------|-----------------------|-------------------------------------|--------------|
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- I certify that the answers and information given herein are true and complete to the best of my knowledge.
- I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed June 30th of the school year of which employment was intended.
- In the event of employment, I understand that false or misleading information given in my application or during the interview process may result in discharge. I understand also, that I am required to keep valid all certifications or licenses associated with my position and that I shall abide by the rules, regulations and policies of the employer.

Signature of Applicant

Date

The Minerva Central School District does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, family status, national origin, race or gender in the educational and/or operational programs and activities which it operates. This policy is in compliance with Title IX of the Educational Amendments of 1972, and all applicable Federal and State Laws and Regulations.

Inquiries concerning this policy may be referred to the Minerva Central School District, c/o Affirmative Actions Officer, P.O. Box 39, Olmstedville, New York 12857.

The Minerva Central School District is an equal opportunity educator and employer.