

FORESTVILLE CENTRAL SCHOOL DISTRICT
12 Water Street, Forestville, New York 14062
(716) 965-2742 / (716) 965-2117 fax
www.forestville.com

The Forestville Central School District does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The Forestville Central School District Compliance Officers are: Superintendent, 12 Water Street, Forestville, NY 14062 (716) 965-6539, MS/HS Principal, 4 Academy Street, Forestville, NY 14062 (716) 965-2711, Elementary Principal, 12 Water Street, Forestville, NY 14062 (716) 965-2742. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov.

APPLICATION FOR SUPPORT STAFF
(Please type or print in ink)

Name: _____
Last First MI

Permanent Address: _____
(Number and Street)

City: _____ State: _____ Zip: _____

_____ Home Phone Work Phone Cell Phone E-mail Address

Is additional information relative to a change of your name, or use of an assumed or different name or nickname necessary to enable us to check your work, education or other records?

Yes ☐ No ☐ If yes, please explain: _____

Do you have the legal right to work and remain in the United States?

Yes ☐ No ☐ If no, please explain: _____

Are you 18 years or older? If not, state your age _____

Have you been convicted of any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? (Do not include sealed convictions or convictions classified as youthful offender)

Yes ☐ No ☐ If yes, please state the nature and dates of the conviction(s) and if applicable, date(s) of release from prison: _____

Have you ever pled guilty to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? (Do not include sealed convictions or convictions classified as youthful offender)

Yes ☐ No ☐ If yes, please state the nature and dates of the plea(s) and if applicable, date(s) of release from prison: _____

Have you ever pled nolo contendere or no contest to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAI or DWI convictions are not minor and must be reported)? (Do not include sealed convictions or convictions classified as youthful offender)

Yes ☐ No ☐ If yes, please state the nature and dates of the plea(s) of nolo contendere or no contest and, if applicable, date(s) of release from prison:

Do you have any pending arrests or criminal investigations against you at this time?

Yes ☐ No ☐ If yes, please explain

Have you ever been the subject of an investigation by a school district or any other employer?

Yes ☐ No ☐ If yes, please explain

Is disciplinary action currently pending anywhere against you related to your teaching license, teaching certification, Civil Service employment or past or current employment?

Yes ☐ No ☐ If yes, please explain

Have you ever been terminated from employment?

Yes ☐ No ☐ If yes, please explain

Have you ever been asked to leave a place of employment (or volunteer position) or resigned in lieu of being terminated?

Yes ☐ No ☐ If yes, please explain

Have you ever resigned to avoid denial of permanent status as a Civil Service employee?

Yes ☐ No ☐ If yes, please explain

Have you ever previously worked for or applied for employment at the Forestville Central School District?

Yes ☐ No ☐ If yes, please explain when and for what positions applied or when and what position previously held

Are you acquainted with or related to any Forestville Central School District employee?

Yes ☐ No ☐ If yes, please identify _____

POSITION FOR WHICH APPLICATION IS MADE:

I wish to be considered for:

Clerical	<input type="checkbox"/>	Food Service	<input type="checkbox"/>	Full-time Position	<input type="checkbox"/>
Custodial	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Part-time Position	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	Teacher Aide/School Monitor	<input type="checkbox"/>	Substitute Position	<input type="checkbox"/>

Position (please specify): _____

Availability Date: _____ Salary Expected: _____

EDUCATIONAL BACKGROUND:

Level	School Name	City/State	Activities, Honors, Offices Held	Course of Study	Diploma or Degree	Number of Years Completed
High School						
College						
University						
Graduate Work						
Business, Tech or Trade						
Other Job Related Experience						

MILITARY SERVICE:

Military Specialty: _____ Highest Rank: _____

Honors Received: _____

WORK EXPERIENCE:

Employer	Address	Dates Employed	Telephone Number	Position Held	Reason for Leaving

ADDITIONAL KNOWLEDGE AND/OR TRAINING:**Clerical and Aide Applicants Only:**

Can you? Type _____ Number of words per minute _____

Please list any computer skills you have _____

Using a scale of A –Excellent; B – Above Average C – Average D – Poor and NE – No Experience, list your evaluation of your different skill and experience level in the following areas:

Calculator _____ Copy Machine _____ Computer _____

Custodial/Maintenance Applicants Only:

Using a scale of A –Excellent; B – Above Average C – Average D – Poor and NE – No Experience, list your evaluation of your different skill and experience level in the following areas:

Carpentry _____ Plumbing _____ Painting _____ Waxing _____ Heating _____

Grounds keeping _____ Tractor/Truck Operation _____

Food Service Applicants Only:

Applicants are to list all food-related experience (preparation and serving) which you have accomplished:

Bus Driver Applicants Only:

Applicants must complete and file the State Education Department Bus Drivers' Application Form.

Have you ever taken a Civil Service Exam? _____ If yes, state title and date: _____

A practical test of your capabilities may be administered.

REFERENCES:

Please list three references who have first hand knowledge of your character, personality and ability. Please do not include individuals to whom you are related. Do include supervisors who are willing to be contacted and who will provide an honest appraisal of your work performance.

	Name	Occupation	Address/Phone	Years Known
1.	<hr/>			
2.	<hr/>			
3.	<hr/>			

Three(3) letters of recommendations must be filed with this application in order for it to be complete and to establish eligibility for candidacy for the position sought.

ADDITIONAL INFORMATION:

Please list other experiences, training and/or interests that you feel are relevant to the position you seek:

Please list professional activities/organizations/offices/honors that you feel are relevant to the position you seek:

Please list special talents/abilities/interests/hobbies that you feel are relevant to the position you seek:

Applications at the Forestville Central School District must complete this application in its entirety. Only completed applications will be processed when vacancies occur. In addition to having this completed application on file, please include three (3) letters of recommendation.

PLEASE RETURN THIS APPLICATION TO:

Forestville Central School District Office
12 Water Street
Forestville, New York 14062

CONDITIONS FOR EMPLOYMENT:

Please read the following statements carefully as they constitute conditions for employment with the Forestville Central School District:

1. The information that I have provided on this application is complete, accurate and true to the best of my knowledge.
2. I affirm that I have read this completed application and I have not withheld any information or response to any questions and that the information I have furnished is true and correct. I understand that any misrepresentation or omission of a fact on my application or during the interview process regardless of when such misrepresentation or omission is discovered may result in the refusal of employment, or if employed, shall constitute cause for immediate termination.
3. The persons, schools, current and prior employers, and other organizations named in this application are authorized by me to verify the information I have provided and to provide the District with information that may be requested by it to arrive at an employment decision. I agree that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release the District from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.
4. If requested by the District in connection with this application, I will take a physical examination that may include one or more drug screening test. I agree that the examining authority may disclose the findings of these examinations to the District and that my initial employment is conditioned upon meeting the requirements of any such examinations established by the District.
5. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act I will be required to provide timely documentation of identity and employment eligibility.
6. I understand that completion of this Employment Application does not guarantee that I will be employed by the District.
7. In the event that I am employed, I agree to conform to the District's rules and regulations.

Signature of Applicant: _____

Date: _____

Thank you for taking the time to complete our employment application. The application will be kept on file for 12 months after the position has been filled.

FOR OFFICE USE ONLY:

Action	Date	Comment
Application received		
Credentials received		
I-9/W-2 info received		
Placement folder received		
Official transcripts received		
Teaching certificate(s) received		
Interview conducted		
Action Taken		