

SOUTH COLONIE CENTRAL SCHOOL DISTRICT
102 Loralee Drive
Albany, New York 12205
(518) 869-3576

NON-INSTRUCTIONAL APPLICATION

Name _____ Date _____

Address _____

_____ Social Security # (optional) _____

Phone _____ Cell Phone _____

Are you a Veteran? () Yes () No Are you a volunteer Fire Fighter? () Yes () No

Have you previously worked for the South Colonie Central School District? () Yes () No

If yes, please state your name at that time, year(s) worked and position held: _____

Are you a member of the NYS and Local Employees' Retirement System? () Yes () No

If yes, please indicate retirement number: _____

Have you ever been convicted of a felony or misdemeanor? () Yes () No

If yes, please explain. A conviction will not necessarily be a bar to employment. _____

1. Position(s) Desired:

Custodial Worker ____ Mechanic ____ School Monitor ____ Clerical Substitute* ____

Food Service Helper ____ School Nurse ____ Occasional Worker ____ Other: _____

2. Availability: Substitute ____ Part-time ____ Full-time ____

_____ I am *not* interested in remaining a substitute and would like a permanent position.

_____ I would like to remain a substitute.

I am available to work on the following days of the week:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

The hours I am available to work are from _____ a.m./p.m. to _____ a.m./p.m.

3. Locations: Please indicate the building(s) in which you are willing to work.

CCHS ____ Lisha Kill ____ Sand Creek ____ Shaker Road ____ Saddlewood ____ Forest Park ____

Veeder ____ Roessleville ____ Bus Garage ____ District Office ____ Private Schools (Nurses) ____

***Note: This application is for substitute clerical work. If you are interested in a full time clerical position, contact Albany County Civil Service at (518) 447-7770 for information regarding Civil Service examinations.**

4. **Requirements:** A typing test is required for substitute **clerical** positions. Substitutes must type 35 words per minute. A typing test will be given during the appointment process. **WPM**_____

If applying for a **School Nurse** position, are you CPR and AED Certified? () Yes () No

5. **Educational Background:**

	School Name & Address	Course of Study	No. of Years Completed	Graduated (check one)
High School			1 2 3 4	Yes No
College			1 2 3 4	Yes No
Graduate/ Professional				Yes No
Other (Specify)				Yes No

6. **Employment Record:** Please list your current employer (if any), and two previous employers, dates worked, and address with telephone numbers.

Current Employer: _____

Address: _____ Telephone: _____

Previous Employer: _____

Address: _____ Telephone: _____

Previous Employer: _____

Address: _____ Telephone: _____

7. **References:** Please list references with telephone numbers. (Persons named cannot be relatives)

1. Name: _____ Telephone: _____

2. Name: _____ Telephone: _____

3. Name: _____ Telephone: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ **Date:** _____

South Colonie does not discriminate on the basis of gender, race, color, national origin, handicap or age. Inquiries concerning this policy of equal opportunity should be made to the Title IX and Section 504 Coordinator, Dr. David J. Perry at the District Office, 102 Loralee Drive, Albany, NY 12205. (518) 869-3576. The selected applicant will be subject to a fingerprinting supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001. A fee is required for fingerprinting. After working for 30 days the employee will be reimbursed 80%.