



Niskayuna Central School District
 1239 Van Antwerp Road, Niskayuna, NY 12309
 (518) 377-4666 | (518) 377-4074 fax | HumanResources@niskyschools.org

**General
 Employment
 Application**
 (10/17)

An Equal Opportunity/Affirmative Action Employer

Position Desired

For the positions designated with an * you must complete a supplemental application.

| | | | |
|-----------------------|---|------------|---------------------|
| *Bus Driver | Bus Monitor | Clerical | *Coach |
| Custodial/Maintenance | Food Service | *Lifeguard | *Teaching Assistant |
| Other (Specify): | Are you interested in being a substitute if no position is available? | | Yes No |

Personal Information

| | |
|--|---|
| Name | # Phone |
| Address | = Phone |
| City, State, Zip | Email |
| Are you a U.S. Citizen? Yes No | If No, are you legally eligible to work in the U.S.? Yes No |

Education

| School/Location | Major/Minor | Dates Attended | Degree |
|-----------------|-------------|----------------|--------|
| High School | | to | |
| College/Other | | to | |
| College/Other | | to | |

Describe any scholastic honors, service awards or special training or skills you have:

Employment Experience

List your employers in order beginning with the current/most recent experience first. Please use an additional sheet if necessary.

| | | |
|-------------|------------------|---------------------|
| Start Date: | Employer Name: | Salary \$ |
| | Address: | |
| End Date: | Supervisor Name: | Supervisor Phone: |
| | Your Job Title: | Reason for Leaving: |

Describe your duties:

| | | |
|-------------|------------------|---------------------|
| Start Date: | Employer Name: | Salary \$ |
| | Address: | |
| End Date: | Supervisor Name: | Supervisor Phone: |
| | Your Job Title: | Reason for Leaving: |

Describe your duties:

| | | |
|-------------|------------------|---------------------|
| Start Date: | Employer Name: | Salary \$ |
| | Address: | |
| End Date: | Supervisor Name: | Supervisor Phone: |
| | Your Job Title: | Reason for Leaving: |

Describe your duties:

References

(All applicants for all positions must provide at least three references)

| Name | Relationship | Organization | Phone |
|------|--------------|--------------|-------|
| | | | |
| | | | |
| | | | |

Representations

Have you ever worked for the Niskayuna Central School District? Yes No

If yes, where? Dates:

Have you ever been fingerprinted for purpose of employment? Yes No

If yes, where? Date:

Have you ever been discharged or asked to resign from a prior position? Yes No

Have you ever resigned from a position after a complaint was received about you, or while your conduct was under investigation or review? Yes No

Have you ever been convicted of a crime (felony or misdemeanor), or do you have criminal charges pending? Yes No
If yes, please complete the following (attach additional sheets if necessary):

| Court | Location | Charge/Conviction | Date | |
|-------|----------|-------------------|------|--|
| | | | | |
| | | | | |

Have you ever had any professional license or certificate of any sort denied, revoked, or suspended by any government agency? Yes No

Have you ever had a license or certificate denied or terminated because of unsatisfactory fingerprints or teaching? Yes No

Have you ever been disqualified for employment for any civil service position? Yes No

Have you ever been found guilty and/or have you ever pleaded guilty to disciplinary charges brought against you under Section 3020-a of the Education Law or Section 75 of the Civil Service Law? Yes No

Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child? If yes, please complete the following: Yes No

| Court | Location | Judge | Date | |
|-------|----------|-------|------|--|
| | | | | |
| | | | | |

Applicant's Statement

(Please tell us any additional information that you feel would be helpful in evaluating your application. Use additional sheets if necessary.)

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements and/or any omissions, on my application, or on any other supporting documents, will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements herein and further authorize all cited references to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize the Niskayuna Central School District to check my references, to obtain information from my former employers and educational institutions, to take other action to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize the Niskayuna Central School District to obtain information about my criminal record and authorize all government agencies to provide information about my criminal record to the district.

Signature:

Date: