

EMPLOYMENT APPLICATION FOR NON-TEACHING STAFF



MAYFIELD CENTRAL SCHOOL DISTRICT
27 SCHOOL STREET MAYFIELD NEW YORK 12117

POSITION DESIRED _____ DATE OF APPLICATION _____

PERSONAL DATA:

NAME _____ S.S. NO. _____

ADDRESS _____ PHONE _____
STREET NUMBER/NAME CITY STATE ZIP

EDUCATION:

	NAME OF INSTITUTION	CITY/STATE	DATES ATTENDED
HIGH SCHOOL	_____	_____	_____

COLLEGE OR OTHER EDUCATION	_____	_____	_____
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CIVIL SERVICE CERTIFICATION(S) _____

EXPERIENCE:

PRESENT EMPLOYER _____

JOB TITLE / DUTIES _____

ADDRESS _____ PHONE _____

YEARS IN POSITION _____ IMMEDIATE SUPERVISOR _____

PREVIOUS EMPLOYMENT

	COMPANY & SUPERVISOR NAME	JOB TITLE / DUTIES	YEARS WORKED
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

REFERENCES

	NAME	RELATION	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PLEASE OUTLINE YOUR REASONS FOR SEEKING EMPLOYMENT WITH OUR SCHOOL DISTRICT AND WHAT SKILLS YOU HAVE THAT WOULD MAKE YOU AN A VALUABLE EMPLOYEE.

PLEASE RESPOND TO EACH QUESTION

1. Have you ever resigned from a position rather than face disciplinary action? Yes No
2. Has any disciplinary action been brought against you which resulted in you being discharged from employment?..... Yes No
3. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable or which was issued under other than honorable circumstances? Yes No
4. Have you ever been convicted of any crime (felony or misdemeanor)? Yes No
5. Are you now under any charges for any crime (felony or misdemeanor)? Yes No
6. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any questions? Yes No
7. Have you ever had a teaching credential revoked, suspended, or annulled?Yes No
8. Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020? Yes No

If you answered YES to any of the questions above, provide on a separate sheet of paper the specification or an explanation for the response. If you elect not to provide specifics, however, or if such an explanation is insufficient, a confidential investigation may be initiated. We may also request official copies of court records including disposition. None of the above circumstances represents an automatic bar to teaching certification. Article 23A of the NYS Correction Law prohibits discrimination for previous criminal conviction except under specific circumstances.

The material, information, and/or other data obtained, collected, or sought during the search process is the property of the Mayfield Central School District and may be shared with persons engaged in the search proceedings. This information may be the subject of inquiry by the consultant as he/she conducts a study of the background, experience, and educational activities of the candidates. Accordingly, I agree to release from liability those people giving information about me so long as the information is related to the responsibilities, duties and/or functions of the position for which I have applied. I understand that none of the information noted above will be available to me except as may be required under state or federal laws or regulations. I also understand that willful misrepresentation of any fact contained in this application is cause for disqualification of my candidacy for the position or if hired or retained, dismissal from the position and loss of tenure rights.

AFFIDAVIT: Under penalties of perjury, I declare and affirm that the statements made in the foregoing application, including accompanying statements, are true, complete, and accurate. If you knowingly make a false statement in the application, you commit a misdemeanor.

SIGNATURE _____ **DATE** _____

PLEASE COMPLETE ALL QUESTIONS, ATTACH THREE (3) LETTERS OF REFERENCE, AND FORWARD TO:

Christopher M. Harper, Superintendent
Mayfield Central School District
27 School Street
Mayfield New York 12117

The Mayfield Central School District does not discriminate on the basis of race, color, creed, sex, age, marital status, disabilities, national origin, or past arrests or convictions.