

CLIFTON-FINE CENTRAL SCHOOL DISTRICT

Star Lake, NY 13690-0075

Phone: (315) 848-3333

NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

PERSONAL DATA:

NAME _____
LAST FIRST MIDDLE INITIAL

SOCIAL SECURITY NO. _____ TELEPHONE _____

PRESENT ADDRESS _____
NO. STREET CITY/TOWN STATE ZIP

JOB INFORMATION:

POSITION APPLIED FOR: _____
FULL-TIME PART-TIME SUBSTITUTE

GENERAL INFORMATION:

1. U.S. CITIZEN: YES NO

IF NOT A CITIZEN, INDICATE TYPE OF
VISA: _____

ALIEN REGISTRATION NO.: _____

2. HAVE YOU SERVED IN THE ARMED FORCES OF THE U.S.?: YES NO

3. PREVIOUSLY EMPLOYED HERE?: YES NO POSITION/DEPT. _____

EDUCATION:

NAME & LOCATION	YRS. COMPLETED	DEGREE
HIGH SCHOOL		
COLLEGE		
GRADUATE		
OTHER		

WORK EXPERIENCE (PLEASE BEGIN WITH LAST JOB):

NAME AND ADDRESS OF EMPLOYER	FROM	TO	POSITION	SUPERVISOR

Comment on your work experience:

REFERENCES:

PLEASE LIST ANY OTHER PERSONS, NOT RELATIVES, WHO HAVE PERSONAL KNOWLEDGE OF YOUR CHARACTER, EXPERIENCE AND/OR CAPABILITY:

NAME/ADDRESS	PHONE	RELATIONSHIP

HAVE YOU EVER BEEN CONVICTED OF A CRIME (excluding traffic violations)? YES NO

IF YES, PLEASE EXPLAIN: _____

OTHER:

What types of machines and equipment can you operate (if applicable)?

OTHER (continued):

List any applicable volunteer experience: _____

Please give any other information on your experience or abilities which you believe would assist us in evaluating your qualifications:

PLEASE READ THIS OVER CAREFULLY AND SIGN YOUR APPLICATION BELOW:

The answers to the questions contained in this application are true and complete. I understand that any incorrect or misleading information is cause for rejection of this application or dismissal from a job if I have been employed.

I grant my permission to the employer to investigate my references and I authorize my references to provide any information to the Clifton-Fine School District which they deem appropriate. I authorize the Clifton-Fine School District to make an investigative consumer report which may contain any information obtained through personal interviews with my friends, neighbors and acquaintances. If made, this inquiry may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I will have the right to make a written request concerning the nature and scope of any such investigative inquiry.

Signature: _____ Date: _____

We are an equal opportunity employer and consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.