



BREWSTER CENTRAL SCHOOL DISTRICT



NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

Applicants are considered for all positions without regard to race, color, creed, national origin, sexual orientation, sex, age, disability, genetic predisposition or carrier status, marital or veteran status.

NYS Education Department mandates that all new employees be fingerprinted and receive a background check. There will be a one time cost to the employee for these services.

Personal Information

Name:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Are you a US citizen? [ ] Yes [ ] No Driver's License [ ] Yes [ ] No Class \_\_\_\_\_

Have you taken any Civil Service examinations? [ ] Yes [ ] No

When:

Where:

Titles(s) :

Scores(s):

Position Requested [ ] Full Time [ ] Part Time [ ] Substitute Transportation

[ ] Clerical [ ] Food Service [ ] Operations & Maintenance [ ] Aide [ ] Monitor

Check the appropriate box

YES

NO

A. Have you ever been discharged or asked to resign from a position? [ ] [ ]

B. To your knowledge, have you ever been refused employment because of behavior that jeopardized the moral welfare of children? [ ] [ ]

C. Have you ever been convicted of a violation of law other than a minor traffic violation? [ ] [ ]

Educational Preparation

Table with 2 columns: Name & Location of School, Degree Earned. Rows include College, High School, Business/Trade, and Other.

**Employment History & Work Experience** *List most recent experience first. List employers in the past 7 yrs. Use add'l sheet if necessary*

Name of Employer _____ Supervisor's Name _____
Address _____ Title _____
City _____ State _____ Zip _____ Phone _____
Dates: _____ to _____ Salary _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Held (please describe in detail the work you performed): _____
Reason for Leaving: _____

Name of Employer _____ Supervisor's Name _____
Address _____ Title _____
City _____ State _____ Zip _____ Phone _____
Dates: _____ to _____ Salary _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Held (please describe in detail the work you performed): _____
Reason for Leaving: _____

Name of Employer _____ Supervisor's Name _____
Address _____ Title _____
City _____ State _____ Zip _____ Phone _____
Dates: _____ to _____ Salary _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Held (please describe in detail the work you performed): _____
Reason for Leaving: _____

**Please include three letters of recommendation  
(preferably from previous employers/supervisors)**

**Clerical Applicants Only** Do you have computer experience?  Yes  No

If your response is "Yes" list software programs you are familiar with: \_\_\_\_\_

**Food Service Applicants Only**

Have you had experience in preparing & serving food in an institutional setting?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

**Cleaner Applicants Only** Have you ever had experience or training in institutional cleaning?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

Have you ever supervised others in an institutional cleaning operation?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

**Grounds Applicants Only** Have you ever had any paid experience with grounds/maintenance?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

Have you ever had any paid experience operating equipment? (i.e. grass cutter, plow, backhoe, front end loader)  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

Have you ever had any paid experience maintaining sports fields?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

**Maintenance Applicants Only**

Have you ever had any paid experience in cabinet making and/or basic carpentry?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

Have you ever had any paid experience in plumbing and/or electrical work?  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

Have you ever had any paid experience in HVAC and/or heating plants? (steam boilers/hot water loop systems)  Yes  No

If your response is "Yes" describe: \_\_\_\_\_

**Transportation Applicants Only**

Have you ever had any paid experience in working with children?  Yes  No

If your response is yes, describe: \_\_\_\_\_

**Aide/Monitor Applicants Only**

Indicate experience that qualifies you for working with students in a supervisory instructional setting:

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Are you interested in substitute work in this area?

Yes  No

**References familiar with your work (all positions)**

Name _____ Relationship to applicant _____
Address _____
City _____ State _____ Zip _____ Phone _____

Name _____ Relationship to applicant _____
Address _____
City _____ State _____ Zip _____ Phone _____

Name _____ Relationship to applicant _____
Address _____
City _____ State _____ Zip _____ Phone _____

May we contact the above references?  Yes  No

**AGREEMENT**

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omission of facts should be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

\_\_\_\_\_  
Signature of Applicant