

# WEST SENECA CENTRAL SCHOOL DISTRICT



Human Resources Office  
 675 Potters Road  
 West Seneca, NY 14224  
 (716) 677-3186  
 Fax: (716) 677-3132

**Job(s) Applied for:**

- Full Time     Part Time  
                               Substitute  
 Teacher Aide \*  
 Registered Nurse \*  
 Licensed Practical Nurse\*  
 Maintenance/Grounds \*  
 Custodial \*  
 Cleaner  
 Food Service Helper  
 Cafeteria Monitor\*  
 Bus Attendant  
 Bus Driver \*  
 Bus Mechanic \*  
 Other \_\_\_\_\_

**\*P08 needed**

NYS Human Rights Law prohibits discrimination based on age, race, creed, color, national origin, sexual orientation, military status, sex, marital status, or disability. **\*EQUAL OPPORTUNITY EMPLOYER\***

### ~Personal Information~

Name \_\_\_\_\_

Last

First

MI

Address \_\_\_\_\_

Street

City

State

Zip

Years at above address \_\_\_\_\_ Phone Number \_\_\_\_\_ Cell phone \_\_\_\_\_

Have you ever been convicted of a crime, excluding minor traffic offenses?

YES  NO (if yes, please explain on separate sheet)

Are you related to any member of the current Board of Education or any employee in the District?

YES  NO (Name: \_\_\_\_\_ Relationship \_\_\_\_\_)

Have you been issued a certificate and relief from disability  YES  NO

***Please submit a resume with this application if available***

### ~Educational Preparation~

Name & Location of School	Major	Minor	Diploma/Degree
High School _____ _____			
College _____ _____			
Other _____			

## ~Employment Experience~

List most recent experience first

Name & Address of Employer	Supervisor's Name, Title & Phone number	FROM	TO	Reason for Leaving
1.				
		Annual Salary		
Describe in detail the work you did:				
2.				
		Annual Salary		
Describe in detail the work you did:				
3.				
		Annual Salary		
Describe in detail the work you did:				

Have you ever been released or asked to resign an employment position?

YES  NO (if yes, please explain on a separate sheet)

Indicate any employers listed above you do not wish us to contact \_\_\_\_\_

If you are offered a position with the West Seneca Central School District in a safety sensitive position, you will by law be subject to a pre-employment and periodic random drug and alcohol tests.

## ~References~

Give the names of three references who have closely observed your work as an employee or student. Recommendations by present and former supervisors, principals and others are preferred. Do NOT list relatives.

Please print	1	2	3
<b>Name</b>			
<b>Position</b>			
<b>Address</b>			
<b>Phone#</b>			

**I waive my right of access to any information submitted by these references**

\_\_\_\_\_  
Signature of applicant

If you knowingly make a false statement in this application, you commit a misdemeanor.  
PLEASE FILL OUT ADDITIONAL INFORMATION FOR THE PARTICULAR TYPE POSITION FOR WHICH YOU ARE APPLYING.  
Please submit 3 letters of recommendation attesting to your ability to work with others.

**~TEACHER AIDE, NURSE, BUS ATTENDANT~**

Indicate experiences that qualify you for working with students.

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**~CLERICAL~**

Mark with an X the duties that you feel qualified to perform. Mark with XX the duties you have actually successfully performed.  
Mark with XXX the duties that you particularly like and feel well qualified to perform.

\_\_\_\_ Typing                      \_\_\_\_ Filing                      \_\_\_\_ Bookkeeping                      \_\_\_\_ Receptionist  
\_\_\_\_ Microsoft Word                      \_\_\_\_ Microsoft Excel                      \_\_\_\_ Microsoft Powerpoint                      \_\_\_\_ Money handling  
\_\_\_\_ Other \_\_\_\_\_

Have you taken any civil service examinations for clerical positions?  YES  NO

When \_\_\_\_\_ Exam Titles \_\_\_\_\_ Scores \_\_\_\_\_

**~CUSTODIAL/CLEANER~**

Have you had experience or training in institutional cleaning?  YES  NO If yes, explain \_\_\_\_\_

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Have you ever supervised others in an institutional cleaning operation?  YES  NO If yes, explain \_\_\_\_\_

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Have you taken any civil service examinations for custodial positions?  YES  NO

When \_\_\_\_\_ Exam Titles \_\_\_\_\_ Scores \_\_\_\_\_

**~MAINTENANCE~**

Job Titles in this area are: Laborer, Groundworker, Maintenance Mechanic (skills in carpentry, electrical, plumbing, etc)

Indicate experience of training that qualifies you for your area of preference:

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Type of Driver's License \_\_\_\_\_

Have you been convicted of any moving traffic violations (reckless driving, speeding, DWI, etc)

YES  NO If yes, give specifics: Date \_\_\_\_\_ Charge \_\_\_\_\_  
Court & Location \_\_\_\_\_ Disposition \_\_\_\_\_

