

CHESTER UNION FREE SCHOOL DISTRICT
64 Hambletonian Avenue
Chester, New York 10918

EMPLOYMENT APPLICATION (Instructional)
(Please type or print)

Please read all instructions and fill in the application completely (leave no blank areas), e.g. "see attached resume" is not acceptable

Include with the completed application copies of:

All transcripts Diplomas Letters of Reference
 Certifications Current Resume (3 Professional, 2 Personal)

Return all materials to the Superintendent of Schools at the above address

DATE _____ SOCIAL SECURITY NO. _____

POSITION APPLIED FOR _____

NAME _____
 LAST FIRST MIDDLE

ADDRESS _____
 NUMBER STREET CITY STATE ZIP CODE

HOME PHONE (____) _____ CELL PHONE (____) _____

THE BEST TIME TO CONTACT YOU AT HOME IS _____

EMAIL ADDRESS _____

ARE YOU A U.S. CITIZEN? _____ DATE YOU CAN START WORK _____

ARE YOU AVAILABLE TO WORK? FULL TIME _____ PART TIME _____

CURRENT POSITION: _____

NAME OF DISTRICT/EMPLOYER _____

ADDRESS & TELEPHONE NO. _____

ARE YOU PREVENTED FROM LAWFULLY BEING EMPLOYED BECAUSE OF VISA OR IMMIGRATION STATUS? _____ YES _____ NO

LIST CERTIFICATE TITLE(S) AND STATE _____

HAVE YOU EVER RECEIVED TENURE IN NEW YORK STATE? _____ NO _____ YES

IF YES, DISTRICT NAME: _____ TENURE AREA: _____

ARE YOU A MEMBER OF THE TEACHERS' RETIREMENT SYSTEM? _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION FOR WHICH YOU HAVE APPLIED WITH OR WITHOUT REASONABLE ACCOMMODATION? _____

IF AN ACCOMMODATION IS NECESSARY, PLEASE DESCRIBE THE ACCOMMODATION WHICH YOU WOULD SEEK IN ORDER TO SUBSTANTIALLY PERFORM THE ESSENTIAL JOB FUNCTIONS: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME (FELONY OR MISDEMEANOR)? _____
 IF YES, ATTACH A FULL EXPLANATION.

PROFESSIONAL PREPARATION

Beginning with high school, complete this section.

	NAME AND ADDRESS	DIPLOMA, DEGREE, CERTIFICATE	DATE REC'D.	COURSE OR MAJOR
HIGH SCHOOL				
COLLEGE(S)				
GRADUATE SCHOOL(S)				

COMPLETE EMPLOYMENT HISTORY

List each position held. Start with the most recent. Use additional paper, as necessary.

Employer/Location	Position(s) Held	Full Time From/To	Part Time From/To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Include explanation if there are gaps in employment.

Describe Extracurricular Activities you would be able to lead:

REFERENCES

Please list five references, three from people who had responsibility for evaluating your work and two personal references.

<u>Name/Title</u>	<u>Address</u>	<u>Phone</u>
1.		
2.		
3.		
4.		
5.		

EMPLOYMENT REQUIREMENTS

THE CHESTER UNION FREE SCHOOL DISTRICT REQUIRES EVIDENCE OF A COMPLETE PHYSICAL EXAMINATION THAT IS CONDUCTED WITHIN THE LAST SIX MONTHS PRIOR TO THE FIRST DAY OF EMPLOYMENT. THE EXAMINATION REPORT IS CONSIDERED CONFIDENTIAL.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, PROOF OF LAWFUL EMPLOYMENT ELIGIBILITY IN THE UNITED STATES WILL BE REQUIRED UPON EMPLOYMENT.

I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISQUALIFICATION AS AN APPLICANT OR DISCHARGE IF EMPLOYED. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND POLICIES OF THE CHESTER UNION FREE SCHOOL DISTRICT AS WELL AS ALL STATE AND FEDERAL LAWS.

Signature of Applicant

Date

The Chester Union Free School District operates all programs in compliance with federal and state laws, which prohibit discrimination on the basis of race, color, religion or creed, national origin, sex, age, disability or marital status.

AN EQUAL OPPORTUNITY EMPLOYER

FOR OFFICIAL USE ONLY

1. RECEIVED BY CUFSD:

A. Proof of tenure in previous district _____

B. Proof of employment in previous district or job _____

2. REFERENCES/PLACEMENT FOLDER RECEIVED:

3. INTERVIEWED BY AND RECOMMENDATION:

<u>Date of Interview</u>	<u>Interviewed by:</u>	<u>Recommendation:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. OTHER