

# HARRISON CENTRAL SCHOOL DISTRICT

50 Union Avenue, Harrison, New York 10528

Web Page: [www.harrisoncsd.org](http://www.harrisoncsd.org)

Telephone: (914) 835-3300

## Application for Non-Instructional Employment

Date \_\_\_\_\_

### POSITION PREFERENCE

Full Time

Part Time

Clerical

Nurse

Teacher Aide

School Aide

Custodial

Other \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

N.Y.S. Retirement System Member Yes No If yes, # \_\_\_\_\_

Have you ever been dismissed or asked to resign from a position? Yes No If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime, excluding minor traffic violations? Yes No If yes, please explain on a separate sheet, citing date, offense and disposition of case.

Do you have any disability which would prevent you from performing, with or without assistance, those activities involved in the position for which you are applying? Yes No

Are you a veteran? Yes No if yes, provide dates of service \_\_\_\_\_

Are you a volunteer firefighter? Yes No If yes, provide dates of service as a firefighter \_\_\_\_\_

Estimate your total absence from work for the past five years. \_\_\_\_\_

Are you a U. S. Citizen? Yes No If no, are you legally eligible to work? Yes No

Have you been fingerprinted? Yes No If yes, where \_\_\_\_\_ When \_\_\_\_\_

### Educational Preparation

Name & Location of School	Major	Minor	Diploma or Degree
High School			
College			
Business/Trade/Other			
Certificates held			

Awards, Honors, Recognition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide additional information for the position for which you are applying.**

**Teacher/School Aide**

Indicate experiences that qualify you for working with children in a supervisory or instructional setting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you interested in substitute work in this area?      Yes                      No

**Nurse**

Indicate experiences that qualify you for working with children in a school setting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you possess a license/certificate?      Yes              No      # \_\_\_\_\_

Do you have New York State registration?      Yes              No      If yes, expiration date \_\_\_\_\_

Are you interested in substitute work in this area?      Yes              No

**Clerical**

Your average typing speed \_\_\_\_\_ W.P.M.      Do you know word processing?      Yes              No

If yes, program \_\_\_\_\_

Other computer programs with which you have worked extensively: \_\_\_\_\_

Have you taken any Civil Service Examinations for clerical positions:      Yes              No

If yes,      When \_\_\_\_\_      Where \_\_\_\_\_  
            Title(s) \_\_\_\_\_      Score(s) \_\_\_\_\_

Are you interested in substitute work in this area?      Yes              No

**Custodial**

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

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

Have you taken any Civil Service Examinations?      Yes              No

If yes,      When \_\_\_\_\_      Where \_\_\_\_\_  
            Title(s) \_\_\_\_\_      Score(s) \_\_\_\_\_

Are you interested in substitute work in this area?      Yes              No

**Technology/Maintenance**

Indicate experience or training that qualifies you for the position you are seeking. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you possess a license/certificate?      Yes      No      Type: \_\_\_\_\_ # \_\_\_\_\_



