

# 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 legally eligible to work in the United States? Yes  No

Can you perform the essential functions of the job with or without a reasonable accommodation? Yes  No

### 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: \_\_\_\_\_ # \_\_\_\_\_



# United States Armed Services Record

| <u>Dates</u><br><u>From/To</u> | <u>Branch</u> | <u>Highest</u><br><u>Rank</u> | <u>Total</u><br><u>Months</u> | <u>Did you receive a dishonorable discharge?</u> |           |
|--------------------------------|---------------|-------------------------------|-------------------------------|--------------------------------------------------|-----------|
| _____                          | _____         | _____                         | _____                         | <u>Yes</u>                                       | <u>No</u> |
| _____                          | _____         | _____                         | _____                         |                                                  |           |

## Special Skills and Abilities Related to Position

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT'S STATEMENT

Provide a statement which you think might be of value in our considering you for a position.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

My signature below authorizes the Harrison Central School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the Harrison Central School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Harrison Central School District.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

The Harrison Central School District, Harrison, New York 10528, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, gender, color, sex, veteran status, disability or handicap or any other class protected by law. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits, or educational programs.