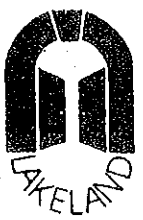




LAKELAND CENTRAL SCHOOL DISTRICT

Classified Employment Application
Office of Human Resources
Shrub Oak, New York 10588
(914) 245-1700



SUMMER HELPER

If you have any problem or difficulty completing this application or other paperwork, please ask for assistance.

POSITION PREFERENCE

JOB(S) APPLIED FOR: (Circle)

- | | | |
|-------------------------|----------------------|---|
| Aide, Teacher | Custodian | Monitor, School |
| Automotive/Bus Mechanic | Custodian/Bus Driver | Nurse |
| Bus Dispatcher | Food Service Helper | Supervisor (Building & Grounds, Transportation, Cafeteria) |
| Bus Driver | Maintenance Mechanic | Substitute <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> |
| Cleaner | Monitor, Bus | Other _____ |

PERSONAL INFORMATION

NAME: _____ SOC. SEC.# _____

PERMANENT ADDRESS: _____ HOME PHONE: () _____

_____ WORK PHONE: () _____

TEMPORARY ADDRESS: _____ PHONE: () _____

Circle

- | | | |
|---|-----|----|
| 1. Are you legally eligible for employment in this country?
(Upon employment you will be asked to produce two original forms of identification.) | Yes | No |
| 2. Are you physically able to perform the essential duties of the position for which you are applying? | Yes | No |
| 3. Have you ever been convicted of any crime other than a minor traffic violation? | Yes | No |
| 4. Have you ever been released or have you resigned from an employment position? | Yes | No |
| 5. Are you a member of the NYS Employees Retirement System?
If yes, retirement # _____ If not, are you interested in joining? | Yes | No |
| If you circled "yes" to 3 or 4 above, please give details or reasons: | Yes | No |

EDUCATIONAL PREPARATION

Name & Location of School:	Dates	Major	Minor	Diploma Or Degree
HIGH SCHOOL:				
COLLEGE(S):				
BUSINESS OR TRADE:				

The Lakeland Central School District promotes and maintains a smoke free environment.

EMPLOYMENT EXPERIENCE

Begin with most recent

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SALARY
		FROM	TO	
ADDRESS				
JOB TITLE		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES		
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? YES NO LATER				

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SALARY
		FROM	TO	
ADDRESS				
JOB TITLE		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES		
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? YES NO LATER				

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SALARY
		FROM	TO	
ADDRESS				
JOB TITLE		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES		
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? YES NO LATER				

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SALARY
		FROM	TO	
ADDRESS				
JOB TITLE		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES		
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? YES NO LATER				

OTHER REFERENCES FAMILIAR WITH YOUR WORK

NAME	ADDRESS	PHONE	HOW KNOWN
1.			
2.			

I hereby authorize you to make any investigation of my personal history, financial credit and employment record. I waive my right of access to any information provided by any references in the process of investigating my personal background and work record.

Date _____ Signature of Applicant _____

CLASSIFIED POSITIONS

AIDE/MONITOR

Indicate experiences that qualify you for working with students in a supervisory or instructional setting:

Are you a NYS certified teacher?

Yes

No

Are you interested in substitute work in this area?

Yes

No

CAFETERIA/FOOD SERVICE HELPER

Have you ever had experience in preparing and serving food in an institutional setting? _____ If yes, describe:

Please indicate your reason for seeking employment in this area:

Are you interested in substitute work in this area?

Yes

No

CLERICAL

Your average typing speed: _____ W.P.M. Do you have computer skills? _____ If yes, specify _____

Do you have experience in Purchasing, Accounts Payable or Payroll? _____ If yes, please explain: _____

Have you ever taken any Civil Service examinations for clerical positions? _____ If yes,

When: _____ Where: _____

Title(s): _____ Score(s): _____

Are you interested in substitute work in this area?

Yes

No

CUSTODIAN AND CUSTODIAN/BUS DRIVER (Cust./Bus Driver must also fill out Page 4 of this application.)

Have you had experience or training in institutional cleaning? _____ If yes, please explain: _____

Have you ever supervised others in an institutional cleaning operation? _____ If yes, please explain: _____

Have you ever taken any Civil Service examinations for custodial positions? _____ If yes,

When: _____ Where: _____

Title(s): _____ Score(s): _____

Are you interested in substitute work in this area?

Yes

No

MAINTENANCE & SPECIAL SKILLS

Job titles in this area are: Groundskeeper, Mechanic, Plumber, Carpenter, Electrician, etc.

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

If required, do you hold a current, valid license in the maintenance/special skill area you seek? Yes No

If so, please specify type of license:

BUS DRIVER

Answer the following if applying for Regular or Substitute Bus Driver; or Custodian/Bus Driver:

Class of Driver's License: _____ Expiration Date: _____

Motorist Identification No.: _____ State of Issuance: _____

Attach to this application form at least three (3) statements from three different persons who are not related to you either by blood or marriage pertaining to your moral character and reliability. This is a State Education Department requirement.

Have you ever had an accident while driving which resulted in injuries to yourself or others? Yes No
If yes, describe in detail:

Have you been convicted of a moving traffic violation(s) (reckless driving, speeding, etc.) or of any criminal act?
Yes No If yes, give:

DATE	CHARGE	DISPOSITION	COURT AND LOCATION
------	--------	-------------	--------------------

Active driving experience: School Bus _____ years; Passenger Bus or Heavy Truck _____ years;
Light Truck or Station Wagon _____ years.

If you are interested in automotive mechanics or body repair work, please indicate experience or training that qualifies you for these areas:

Please note, in accordance with the federal Omnibus Transportation Employee Testing Act of 1991, effective January 1, 1995 the employees in the Transportation Department of the Lakeland Central School District will be subject to random drug testing as provided for in the act.

I have reviewed the above application, the three character statements and the report of the physician pertaining to the above named applicant for the position of Bus Driver for the school year 19__ - ____.
I hereby recommend his/her employment.

Date

Signature of Transportation Supervisor

APPLICANT'S STATEMENT

All statements made by me on this application are true and complete. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I further understand that if offered employment by the Lakeland Central School District such employment may be contingent upon a comprehensive physical examination which shall include drug/alcohol testing by the school physician.

Date

Signature of Applicant