



Queensbury Union Free School District

Human Resources Office

429 Aviation Road

Queensbury, NY 12804

Phone: (518) 824-5600, Fax: (518) 793-4476

www.queensburyschool.org

An Equal Opportunity Employer

Date of application:

___/___/___

Support Staff Application for Employment

The Queensbury Union Free School District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability, political affiliation, or predisposing genetic characteristics in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 or New York State Education Law 296. Accordingly, nothing in the application should be viewed as expressing directly or indirectly any limitations, specifications, or discrimination in connection with those listed areas. The Compliance Officer for Title IX and Section 504 can be contacted at Queensbury UFSD, 429 Aviation Road, Queensbury, NY 12804.

Position Preference – Check the position(s) you are applying for:

- Teacher Aide/Library Aide/Monitor
- Clerical/Secretarial
- Auto Mechanic
- Other _____
- Bus Driver
- Cleaner/Custodian
- Maintenance Mechanic
- Groundskeeper

How did you hear of this vacancy? _____

When could you begin work? _____

Do you wish to work Full-time Part-time: Days/hours available _____

Would you be interested in substitute work? Yes No

Personal Information

Name: _____

(Last Name, First Name, Middle Initial)

Address : _____
Street City State Zip

Home Phone: _____ Work Phone: _____ May we call you at work? Yes No

Email Address: _____

1. Have you previously filed an application with Queensbury Schools? Yes No

2. Have you ever been previously employed by Queensbury Schools? Yes No

If yes, please specify the positions and dates employed: _____

3. Are you legally eligible to work in the United States? Yes No (Proof of eligibility will be required)

4. Are you a veteran of the U.S. military service? Yes No

If yes, please specify dates & branch of service: _____ Rank at separation _____

5. Have you ever been convicted of a misdemeanor or felony that was not dismissed, expunged or sealed? Yes No

If yes, please provide complete details (stating date, charge, place & action taken, etc.) on a separate piece of paper and attach to application. Criminal convictions do not automatically make you ineligible for employment.

6. Have you ever been released involuntarily from an employment position? Yes No

If yes, please explain: _____

7. Are you a member of either of the following: Yes No If yes, provide information requested below.

New York State Employees' Retirement System – Number _____ Year joined _____

New York State Teachers' Retirement System – Number _____ Year joined _____

8. Do you have a license to practice a trade? Yes No Type _____

9. Are you a volunteer fireman? Yes No

10. Does the School District have permission to run a police or background check if deemed necessary? Yes No

Please Note: In compliance with Education Law and the Commissioner's regulations, Queensbury Union Free School District requires fingerprinting and a criminal history background check on all prospective employees.

Educational Preparation

<i>Name of School</i>	<i>City/State</i>	<i>Graduated (Y/N)</i>	<i>Circle last year completed</i>	<i>Major/Minor</i>	<i>Degree/Diploma</i>
<i>High School or GED:</i>			Not applicable		
<i>Trade School:</i>			Not applicable		
<i>College – undergraduate:</i>			1 2 3 4		
<i>College – graduate:</i>			1 2 3 4		

Employment History (Please begin with your *most recent* employment and provide at least 5 years of employment history. Use a separate piece of paper if necessary and attach it to your application.)

Employer: _____ Dates employed: _____ - _____ <div style="text-align: right; margin-right: 100px;">(From) (To)</div> Address: _____ Position Title: _____ Reason for leaving: _____ Immediate Supervisor, title, & phone: _____ Summarize job duties: _____ May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Employer: _____ Dates employed: _____ - _____ <div style="text-align: right; margin-right: 100px;">(From) (To)</div> Address: _____ Position Title: _____ Reason for leaving: _____ Immediate Supervisor, title, & phone: _____ Summarize job duties: _____ May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Employer: _____ Dates employed: _____ - _____ <div style="text-align: right; margin-right: 100px;">(From) (To)</div> Address: _____ Position Title: _____ Reason for leaving: _____ Immediate Supervisor, title, & phone: _____ Summarize job duties: _____ May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later

Employment History (continued)

Employer: _____ Dates employed: _____ - _____
(From) (To)

Address: _____

Position Title: _____ Reason for leaving: _____

Immediate Supervisor, title, & phone: _____

Summarize job duties: _____

May we contact for reference? Yes No Later

Related Experience

Teacher Aide/Library Aide/Monitor

Do you have experience/training that qualifies you for this position? Yes No

If yes, provide details: _____

Please explain how you see the role of Teacher Aide, Library Aide, or Monitor working with teachers and students:

Clerical/Secretarial

Do you have computer skills? Yes No If yes, please list the computer programs that you are proficient in:

What is your average typing speed? _____ w.p.m.

Have you taken any Civil Service Examinations for Clerical/Secretarial positions? Yes No

When _____ Exam Titles _____ Scores _____

Cleaner/Custodian (Answer the following if applying for permanent or substitute position)

Do you have experience or training in institutional cleaning? Yes No If yes, explain _____

Have you ever worked as a cleaner or custodian in another school district? Yes No

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

Have you taken any Civil Service examinations for Custodial positions? Yes No

When _____ Exam Titles _____ Scores _____

Bus Driver (Answer the following if applying for permanent or substitute position)

Do you have a valid NYS driver's license? Yes No License # _____

Endorsements: _____ Restrictions: _____

Class of driver's license _____ Expiration date _____

Motorist Identification _____ State of Issuance: _____

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 ever been found guilty of a moving violation (i.e., reckless driving, speeding)? Yes No

If yes, provide details (date, charge, disposition, court & location) _____

Driving experience: School bus _____ yrs; Passenger bus/heavy truck _____ yrs; Light truck/station wagon _____ yrs

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Auto Mechanic/Maintenance Mechanic/Groundskeeper

Do you have a valid NYS driver's license? Yes No License # _____

Endorsements: _____ Restrictions: _____

Class of driver's license _____ Expiration date _____

Indicate experience or training that qualifies you for your area of preference (e.g. carpentry, electrical, plumbing, automotive, etc.). _____

Other _____ *(Specify position)*

Describe any previous experience that would be useful to you in this position. _____

Professional References *(Those persons who have closely observed your work as an employee &/or student.)*

<i>Name</i>	<i>Address</i>	<i>Telephone #</i>	<i>Occupation/Position</i>

I understand the Queensbury Union Free School District will be making an extensive inquiry regarding my background and experience and I hereby release from any liability anyone giving information regarding me whether specified in my application or not so long as the information given to them is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by the Queensbury Union Free School District regarding my application will be the property of the school district and will not be released to me unless required by Federal or State statutes or regulations.

Signature & Date

Your signature on this application constitutes your acknowledgment that the information reflected in this document is true and accurate. Any false statements may be cause for future disciplinary action and/or dismissal by the school district.

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