

ARKPORT CENTRAL SCHOOL
Arkport, NY 14807

APPLICATION FOR EMPLOYMENT FOR A CLASSIFIED POSITION

Directions:

1. Please fill out this entire application in detail.
2. Be sure to pick up three (3) Qualification Inquiry Forms from the main office. All three (3) forms must be returned to the superintendent in a timely fashion in order for your application to be considered.

Date of Application: _____

Position(s) Applied For:

Name:

| Last | First | Middle |
|------|-------|--------|
|------|-------|--------|

Address: _____

| Number | Street | City | State | Zip Code |
|--------|--------|------|-------|----------|
|--------|--------|------|-------|----------|

Telephone Number: _____

If you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If Yes, give date: _____

Have you ever been employed here before? Yes No If Yes, give date: _____

Are you employed now? Yes No

May we contact your present employer? Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part-Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain:

Are you a Veteran of the U.S. Military service? Yes No

If Yes, Branch: _____

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin):

Give name, address, and telephone number of three references that are not related to you. (Each of them will have to complete a Qualification Inquiry Form.)

Applicants for Custodial, Maintenance or Laborer type positions:

Are you able to lift heavy objects and do physically demanding work? Yes No

If No, explain: _____

Are you able to climb and work from ladders and scaffolds at heights of up to 40 feet?
Yes No

If No, explain: _____

Applicants for Clerical and Aide type positions:

Can you type? Yes No

If yes, give approximate words per minute: _____

Have you had experience using word processors or computers? Yes No

If yes, briefly explain: _____

Have you taken a civil service test within the past 3 years? Yes No

If Yes, which one(s)? _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex or national origin.

1. Employer Name _____ Telephone _____

Address _____

Dates Employed: From _____ To _____

Hourly Rate/Salary: Starting _____ Final _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

2. Employer Name _____ Telephone _____

Address _____

Dates Employed: From _____ To _____

Hourly Rate/Salary: Starting _____ Final _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

3. Employer Name _____ Telephone _____

Address _____

Dates Employed: From _____ To _____

Hourly Rate/Salary: Starting _____ Final _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

EDUCATION

High School _____ Dates _____ to _____ Year Graduated _____

Undergraduate School(s) _____ Dates _____ to _____ Major _____ Degree _____
_____ to _____

Graduate School(s) _____ Dates _____ to _____ Major _____ Degree _____
_____ to _____

A. ACTIVITIES YOU CAN DIRECT: (Coaching, Music, Drama, Youth Activities, etc.)

B. HOBBIES OR OTHER INTERESTS

C. OTHER

Please state any additional information you feel may be helpful to us in considering your application. You may attach additional information to this application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

I understand that a physical examination will be required for employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the District.

Signature of Applicant

QUALIFICATIONS INQUIRY - CLASSIFIED SCHOOL EMPLOYEE

*** Please have three (3) separate inquiry forms filled out***

Name of Applicant: _____

The above named person has applied for a position as a _____ with the **ARKPORT CENTRAL SCHOOL DISTRICT**. It is understood that you may have knowledge of the character, qualifications, and fitness of the person named above for this position. We request that you complete this form, answering all of the questions below and on the reverse side as fully and specifically as possible. The information you furnish will be held strictly confidential Thank you, in advance, for completing this form immediately upon its receipt.

1. Approximately how long have you known the applicant? _____

2. Have you ever worked with the applicant? ___ YES ___ NO

a. If "YES" give company (or firm) and address

b. Date: From: _____ To: _____

c. What was his/her job during that period? _____

3. Please check the qualifying term which most nearly expresses your opinion with respect to the applicant's character and reputation:

___ Outstanding ___ Good ___ Satisfactory ___ Poor

4. Would you employ him/her as a _____ ___ YES ___ NO

5. Are you related to the applicant? ___ YES ___ NO

If "YES" state relationship _____

6. To your knowledge has he/she ever been discharged or has he/she resigned from any employment after being told his/her conduct or work was not satisfactory? ___ YES ___ NO

If "YES" please give:

a. Name and address of employer _____

b. Reason for discharge or resignation _____

7. Do you know of any arrests or convictions of the applicant?

___ YES ___ NO

If "YES" please describe: _____

8. How would you characterize the applicant's response to other people?

(Check as many items as necessary.)

- Likeable Friendly Hard to get to know
 Easy going Serious Easily annoyed
 Inclined to argue

9. How does the applicant react to children? (Check as many items as necessary.)

- Easy going Firm but fair Easily annoyed
 Friendly Would command Difficult to control temper
 Do not know Respect

10. Would you like to have your children attend a school at which the applicant worked? YES NO

11. Which of the following best describes the applicant's attitude toward work?

- Has a tendency to try to avoid work
 Generally does just enough to get by
 Occasionally shows some initiative toward work
 Generally enjoys working, wants to be productive
 Do not know

12. How would you characterize the applicant's ability to work cooperatively in a group?

- He/she usually works best alone
 He/she has problems working with others
 He/she can work either alone or in a group without problems
 He/she works best in a group situation
 Do not know

13. Do you know of any reason that the applicant would not be a suitable person to serve as a _____? YES NO

If "YES" please explain: _____

Remarks: (Give any additional information which may assist us in determining the suitability of this person for the position of _____).

I hereby certify that I have known the applicant whose name appears on the questionnaire, and that the answers to the above questions with respect to him/her are true to the best of my knowledge and belief.

(Signature – PLEASE PRINT)

(Address) (Phone number)

(Date)

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