

**SHARON SPRINGS CENTRAL SCHOOL
PO BOX 218
SHARON SPRINGS, NY 13459**

**APPLICATION FOR EMPLOYMENT
(Non-Certified/Non-Teaching)**

Please complete both pages and sign, even if you include a resume. Type or print.

PERSONAL INFORMATION

Position(s) applied for: _____ Date: _____

Check applicable: Full-time _____ Part-time _____ Substitute _____

Name: Last	First	Middle	Social Security Number
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Present Address:	Number/Street	Home Phone Number
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City	County	Work Phone Number
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Mailing Address (if different from above)	Emergency Contact Number
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Are you a U.S. Citizen? Yes _____ No _____ If not, what visa do you hold? _____

Veteran of the U.S. Military? Yes _____ No _____ Date of separation _____

Currently an active member of a Fire Company? Yes _____ No _____ Pay? _____

Have you ever been convicted of a crime? Yes _____ No _____ If yes, please explain:

Are you involved in any pending litigation? Yes _____ No _____

Number of working days lost due to illness in the past two years? _____

How did you learn about this job? _____

EDUCATION

Schools Attended:			
Name and Location	Years Attended	Diploma/Degree	Field of Study

High School _____

Special classes, courses or workshops: _____

WORK OR RELATED VOLUNTEER EXPERIENCES

(Start with present or most recent)

Employer & Location	Dates Employed From To	Position	Salary	Reason for Leaving
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SPECIAL SKILLS

Classroom Staff:

Please list any special skills you have;
i.e., sign language, musical, artistic, etc.:

Office Staff:

Computer Skills: _____

Word Processing: _____

Other Office Equipment: _____

REFERENCES

Please list (3) three people including your present or most recent supervisor whom we may contact to provide information on your qualifications for this position. (Must not be a relative).

NAME	POSITION	ADDRESS	PHONE	OFFICE USE ONLY
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I hereby affirm that the statements made in this application are true to the best of my knowledge.

Date: _____ Applicant Signature: _____

Sharon Springs Central School is an Equal Opportunity Employer operating within the guidelines of an Affirmative Action Program.