

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT  
2072 CURRY ROAD  
ROTTERDAM, NY 12303

EMPLOYMENT APPLICATION FOR NON-TEACHING POSITION

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Social Security No. \_\_\_\_\_

Health: If there are any positions or types of positions for which you should not be considered or job duties you cannot perform because of a physical or mental handicap, please describe:

\_\_\_\_\_

\_\_\_\_\_

Position desired:

Custodian    Bus Driver    Mechanic    Stenographer    IPS    Typist    Food Service    Teacher Aide    Cafeteria Aide

Other \_\_\_\_\_

**EMPLOYMENT HISTORY (Beginning with most recent)**

Employer	Telephone:	Dates Employed
Address		From: To:
Job Title		Duties:
Immediate Supervisor, Title & Telephone		
Reason for Leaving	Salary	
Employer	Telephone:	Dates Employed
Address		From: To:
Job Title		Duties:
Immediate Supervisor, Title & Telephone		
Reason for Leaving	Salary	
Employer	Telephone:	Dates Employed
Address		From: To:
Job Title		Duties:
Immediate Supervisor, Title & Telephone		
Reason for Leaving	Salary	
Employer	Telephone:	Dates Employed
Address		From: To:
Job Title		Duties:
Immediate Supervisor, Title & Telephone		
Reason for Leaving	Salary	

**EDUCATION**

High School Attended \_\_\_\_\_ Are you a graduate?  Yes  No

Undergraduate/Graduate School(s) Attended:

\_\_\_\_\_ Major Subjects \_\_\_\_\_ Degree \_\_\_\_\_  
\_\_\_\_\_ Major Subjects \_\_\_\_\_ Degree \_\_\_\_\_  
\_\_\_\_\_ Major Subjects \_\_\_\_\_ Degree \_\_\_\_\_

**REFERENCES**

Employment References (Employer, foreman, supervisor, etc.)

Name	Address	Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Character References

1) _____	_____	_____
2) _____	_____	_____

Military Record

Entrance Date \_\_\_\_\_ Discharge Date \_\_\_\_\_ Branch of Service \_\_\_\_\_

Discharge:  Honorable  Dishonorable  Other \_\_\_\_\_

REQUIRED DATA FOR STENOGRAPHER AND TYPIST APPLICANTS:

**Office Experience**

Are you on a current Sch'dy or Albany County Civil Service Stenographer, IPS, or Typist List?  Yes  No

Typing Speed – words per minute \_\_\_\_\_ Shorthand:  Yes  No Words per minute \_\_\_\_\_

Types of Computer Experience: \_\_\_\_\_  
*(For example: WordPerfect, Word, Excel, Lotus, Finance Manager, PowerPoint, etc.)*

**NOTICE OF COMPLIANCE WITH TITLE IX OF THE  
EDUCATIONAL AMENDMENTS OF 1972**

Be it known that the Rotterdam-Mohonasen Central School District does not discriminate on the basis of sex in educational programs or activities which it operates and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination extends to recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs; course offerings and student activities and to other areas set forth in Title IX of the Educational Amendment of 1972.

<p><b>ARE YOU A MEMBER OF THE NYS EMPLOYEES' RETIREMENT SYSTEM? ___ Yes ___ No</b></p> <p><b>IF YES, WHAT IS YOUR RETIREMENT SYSTEMS NUMBER? _____</b></p> <p><b>IF YOU ARE NOT A MEMBER, DO YOU WISH TO BECOME A MEMBER OF THE NYS EMPLOYEE'S RETIREMENT SYSTEM? ___ Yes ___ No</b></p>
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Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_