

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT
 2072 CURRY ROAD, SCHENECTADY, 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:

- | | | | |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> Custodian / Cleaner | <input type="checkbox"/> Food Service | <input type="checkbox"/> Teacher Aide (Full Time) | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Cafeteria Aide | <input type="checkbox"/> Teacher Aide (Part Time) | |
| <input type="checkbox"/> Mechanic | <input type="checkbox"/> Monitor | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Substitute for _____ position (s) | | | |

EMPLOYMENT HISTORY *(Beginning with most recent)*

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

EMPLOYMENT REFERENCES

Name	Address	Phone

CHARACTER REFERENCES

Name	Address	Phone

Have you ever been convicted of any crime or misdemeanor/felony other than a minor traffic violation? Yes No

If you checked "yes", please give details or reasons:

MILITARY RECORD

Entrance Date _____ Discharge Date _____ Branch of Service _____

Discharge: Honorable Dishonorable Other _____

REQUIRED DATA FOR CLERICAL APPLICANTS

Office Experience

Are you on a **current** Schenectady or Albany County Civil Service Stenographer, IPS or Typist list? Yes No

Types of computer experience: _____
(For example: WordPerfect, Word, Excel, Lotus, Finance Manager, PowerPoint, etc.)

Are you a member of the NYS Employees' Retirement System? Yes No If yes, give membership number _____

If you are not a member, do you wish to become a member of the NYS Employees Retirement System? Yes No

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.

Applicant's Signature

Date