OFFICE OF HUMAN RESOURCES WAPPINGERS CENTRAL SCHOOL DISTRICT 25 CORPORATE PARK DRIVE POST OFFICE BOX 396 HOPEWELL JUNCTION, NY 12533 TELEPHONE: (845)298-5000, EXT 40116

EMPLOYMENT APPLICATION FOR SUPPORT STAFF

Thank you for your interest in employment with our District. Please complete this application and return it by mail to the address above. You may also include a cover letter, resume, and written letters of reference.

Your application will be kept in our active files for one calendar year. We suggest that you photocopy your completed application for your records before returning it to the Office of Human Resources.

You may call the Office of Human Resources only to verify that your application has been received. If an opening arises and you are selected for an interview, you will be contacted by a District supervisor.

THE WAPPINGERS CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

WAPPINGERS CENTRAL SCHOOL DISTRICT EMPLOYMENT APPLICATION FOR SUPPORT STAFF

Application for position(s) of:	
Check one or more: Full-time Part-time	e Substitute Date Available For Employment:
Please indicate any preferences for work location	on(s) within the District:
Personal Data	
	Social Security Number
Last, First, Middle	
Permanent Address Street Address, City	, State, Zip Code
	Cell Phone Number
Work Telephone	E-mail Address
Temporary Address Street Address, City	y, State, Zip Code
Temporary Telephone Number	Until what date?
	ves/no): If veteran, give service dates: From: To:
If you are presently a member of (or if you are	receiving a benefit from) a public retirement system in New York State, please indicate Fire), your member number, and the percentage (if any) you contribute:
System	Member Number Percentage
If previously employed by the District, give job	b title(s) and dates of employment:
	sory and clerical): Please indicate your level of experience using computers in an office able to use and indicate your level or proficiency.
Applicants for registered professional nurse	positions:
New York Sate license number:	and expiration date:
First Aid certificate expiration date:	_ CPR (all age levels) expiration date: AED expiration date:
Applicants for teaching assistant positions:	
NYS teaching assistant certificate type:	and expiration date

Name and Location (City/State) Diploma/Degree Received Major Field(s) And/Or Number of Credits Dates Attended of School Of Study From (month/year) To (month/year) _____ _____ From (month/year) To (month/year) _ _ _ _ From (month/year) _____ To (month/year) _____ _____ From (month/year) To (month/year) Work Experience List most recent experience first. Attach additional pages if necessary. Name, Location (Street Address, City, State, Zip Code), and phone number of Employer Dates Employed Job Title: _____ From (month/year) To (month/year) Duties: Name of Supervisor: Reason for leaving: _____ Phone: _____ From (month/year) Job Title: To (month/year) Duties: _____ Name of Supervisor: Phone: Reason for leaving: From (month/year) Job Title: _____ To (month/year) Duties: _____

Education List all schools attended, including high school, in reverse chronological order.

	Name of Supervisor:
Phone:	Reason for leaving:

Work ReferencesList four individuals who have direct knowledge of your work skills, scholarship, and/or character. List
former supervisors first. Do not list relatives or individuals presently employed by the Wappingers Central
School District.

Name & Relationship	Complete Mailing Address	Daytime Telephone Number
1)		
2)		
3)		
4)		

Moral Character Determination Answer yes or no.

Have you ever been dismissed, resigned from, entered into a settlement agreement, or otherwise left employment to avoid a disciplinary investigation and/or dismissal?	
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable?	
Have you ever been convicted of any crime (felony or misdemeanor), other than minor traffic violations?	
Do you currently have any criminal charges pending against you?	
Have you ever had an application for a teaching credential in New York or any other jurisdiction denied?	
Have you ever had a teaching credential issued in New York or any other jurisdiction revoked, suspended, annulled, or otherwise invalidated?	
Have disciplinary proceedings ever been initiated against you pursuant to Education Law Section 3020-a or the Disciplinary provisions of any other jurisdictions?	
If you answered "yes" to any of the questions above, provide below the specifics or an explanation for the response. Non	e of the above

Please note how you learned of employment opportunities in the District (circle all that apply):

circumstances represents an automatic bar to employment by the District.

* Newspaper ad *District employee *District website *Other website ______ *Other ______ (name of website) (please indicate)

Signature

I affirm that the statements made in this application and all accompanying documents are true and complete to the best of my knowledge. I authorize investigation of my employment history and all statements contained in this application and any accompanying documents. In the event of employment, I understand that false information or a deliberate omission found herein may be cause for dismissal.