

North Colonie Central School District, 91 Fiddlers Lane, Latham, NY 12110  
EMPLOYMENT APPLICATION

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL INFORMATION**

|  |  |  |  |
|--|--|--|--|
| <b>Name (Last, First Middle)</b>   |  | <b>Telephone Number:</b>   |  |
| <b>Address</b>   |  | <b>Alternate Phone Number:</b>   |  |
| <b>City/State/Zip</b>  |  | <b>E-mail Address:</b>   |  |
| <b>Are you legally authorized to work in the United States?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  | <b>If no, are you able to provide the necessary documents of proof of legal right to work upon hire?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No        |  |
| <b>Are you under 18 years of age?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |  |
| <b>Are you applying for:</b><br><input type="checkbox"/> FT <input type="checkbox"/> PT # Hrs/Wk _____   |  | <b>What shift(s) will you work?</b><br><input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends |  |
| <b>Date available for employment:</b> _____  |  |  |  |
| <b>Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |  |
| <b>If applying for Bus Driver or Motor Vehicle Operator,</b><br><b>Motor Vehicle License Number:</b> _____ <b>State:</b> _____ <b>Expiration Date:</b> _____   |  |  |  |
| <b>Have you ever worked for North Colonie Central School District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>If yes, list dates of employment, title, department/building, and supervisor's name</b> _____<br>_____ |  |  |  |
| <b>How were you referred to North Colonie Central School District? If employee referral, please indicate employee's name.</b> _____  |  |  |  |

**CRIMINAL HISTORY**

*Our district has a responsibility for the safety of our students, staff, and community. The following information must be completed by all applicants in its entirety. A "YES" answer to one of the following questions will not necessarily result in denial of employment. The District will consider all circumstances, including the date and nature of events which led to the actions described below. Providing a written explanation will assist us in determining your eligibility and suitability for employment. Failure to complete this form accurately and completely may mean disqualification from consideration or may be cause for dismissal if employed. It may also result in prosecution for filing false information with a public agency. Applicants and employees must report any arrests or convictions that occur subsequent to the time they initially complete this form.*

|   |
|---|
| <b>Have you ever been convicted of a felony or misdemeanor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>If yes, provide dates of the proceedings, the court where the proceedings were held, a statement of the charges, and the final disposition of the case(s).</b><br><br>_____<br><br>_____ |
|---|

|   |
|---|
| <b>Has a Family Court ever rendered a finding or verdict indicating that you abused or neglected a child?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>If yes, explain</b> _____ |
| <b>Are any criminal charges currently pending against you?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>If yes, explain</b> _____   |
| <b>Have you ever had a credential or license revoked, suspended, invalidated or annulled for any reason?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |

If yes, explain \_\_\_\_\_

Have proceedings ever been initiated against you pursuant to NYS Education Law 3020a or NYS Civil Service Section 75 (or under any other state's comparable disciplinary provisions relating to public employees)?

Yes  No

If yes, explain \_\_\_\_\_

**EDUCATION/TRAINING**

| School                         | Name and Location | Diploma/Degree | Subject or Specialization |
|--------------------------------|-------------------|----------------|---------------------------|
| High School                    |                   |                |                           |
| College/University             |                   |                |                           |
| Graduate Study                 |                   |                |                           |
| Specialized Courses & Training |                   |                |                           |

**EMPLOYMENT EXPERIENCE – Please provide complete information, listing your most recent employer first. Include full-time, part-time and military experience. If there are gaps in your employment, please explain. You may attach a separate sheet if necessary.**

| Dates: From         | To | Company Name   | Address, City, State |
|---------------------|----|--|----------------------|
| Title and Duties:   |    |  |                      |
| Reason for leaving: |    | Supervisor's Name and Phone #  | Salary               |
|                     |    | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |                      |

| Dates: From         | To | Company Name   | Address, City, State |
|---------------------|----|--|----------------------|
| Title and Duties:   |    |  |                      |
| Reason for leaving: |    | Supervisor's Name and Phone #  | Salary               |
|                     |    | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |                      |

|                            |           |   |                             |
|----------------------------|-----------|---|-----------------------------|
| <b>Dates: From</b>         | <b>To</b> | <b>Company Name</b>   | <b>Address, City, State</b> |
| <b>Title and Duties:</b>   |           |   |                             |
| <b>Reason for leaving:</b> |           | <b>Supervisor's Name and Phone #</b>  | <b>Salary</b>               |
|                            |           | <b>May we contact?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |                             |

|                            |           |   |                             |
|----------------------------|-----------|---|-----------------------------|
| <b>Dates: From</b>         | <b>To</b> | <b>Company Name</b>   | <b>Address, City, State</b> |
| <b>Title and Duties:</b>   |           |   |                             |
| <b>Reason for leaving:</b> |           | <b>Supervisor's Name and Phone #</b>  | <b>Salary</b>               |
|                            |           | <b>May we contact?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |                             |

**Summarize held teacher certifications, special skills, qualifications, awards and honors achieved from employment, education or other professional experience.**

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**List computer programs and proficiency with each program, if required for the position for which you are applying.**

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**List any educational/professional: travel, lectures, addresses, publications, organizations, committee chairmanships/memberships, participation in educational experiments, presentations, innovations, special programs, etc.**

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**BUSINESS REFERENCES – Please provide contact information for at least three (3) persons who have closely observed your work. Former supervisors or directors are preferred.**

| <b>Reference's name, address, and organization</b> | <b>Phone number and email</b> | <b>Title and relationship to you</b> |
|--|-------------------------------|--------------------------------------|
|  |                               |                                      |
|  |                               |                                      |
|  |                               |                                      |

**CANDIDATE STATEMENT – In your own handwriting, indicate strengths and experience that you have that will contribute to and benefit North Colonie Central School District during the course of your employment. Indicate attributes you possess that you think distinguish you from other candidates for this position.**

**SIGNATURE RELEASE**

*All the information I have provided in my application materials is true, correct, and complete. I authorize North Colonie Central School District to make any investigations of any personal, educational, vocational or employment history. I further authorize any instructional or government agency to provide North Colonie Central School District with information they have regarding me. I hereby release and discharge North Colonie Central School District and those providing information about me from any and all liability as a result of furnishing and receiving this information. I further agree that if employed, I will provide verification of my certification, education and experience. I agree that information provided by any individual shall be confidential and I shall not have access to that information. I agree that if I have made any misrepresentations or omission of information or have provided false or incomplete statements herein, it will be cause for rejection of this application or dismissal after employment.*

*I also understand and agree that I may be conditionally employed while the District performs a background record check or while the District awaits the Board of Education making a final hiring decision as to whether or not I will be employed by the District.*

*I agree to comply with all of the District's orders, rules and regulations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NON-DISCRIMINATORY NOTICE**

*The North Colonie Central School District is in compliance with federal and state statues and regulations and does not unlawfully discriminate on the basis of sex, race, creed, national origin, disability, handicap, marital status, age, sexual orientation or any other classes protected by law. Compliance insures that discrimination does not occur in any policies or practices or admission, program, activity placement, vocational opportunity or employment. Questions or grievances concerning this matter should be directed to the District's Compliance Officer or the District Superintendent.*