

North Colonie Central School District
EMPLOYMENT APPLICATION FOR CURRENT EMPLOYEES

Position Applied for: _____ Posting ID Number: _____

If applying for an instructional job, please attach updated resume, transcripts and 3 letters of reference.

Name (Last, First, Middle): _____ Phone Number: _____

Current Job Title: _____ Building: _____

Name of Current Supervisor: _____ Phone Ext.: _____

**** It is strongly recommended you inform your supervisor that you are applying for this job. Your supervisor may be contacted concerning your job performance.**

Briefly describe your current job duties. _____

Have you held any other positions at North Colonie? Yes No
If yes, list date, job title, supervisor and building. _____

Summarize special skills, qualifications, certificates, awards, licenses and honors achieved from employment, education or other professional experience.

In your own words, explain your experience and strengths which would make you most qualified for this position. Please describe as thoroughly as possible. The information you provide will play an important role in your consideration for this job. Please use additional paper if needed.

Signature Release

All the information I have provided in my application materials is true, correct, and complete. 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 hired for this position, I will provide verification of my certification, education and experience, if necessary. 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 and/or dismissal after employment.

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

Signature

Date

TO BE COMPLETED BY HUMAN RESOURCES

Hire Date: _____ Date Rec'd: _____ Forwarded to Supervisor.: _____