

Harrisville Central School

14371 Pirate Lane
Harrisville, NY 13648
Phone #: 315-543-2707
Fax #: 315-543-2360



Non-Instructional Employment Application

To the applicant: Thank you for your interest in Harrisville Central School! **A high school degree and/or equivalent certificate is required for ALL positions at Harrisville Central School.** Please complete and return this application to the Superintendent of Schools at the address above. It would also be helpful if you attach a resume and letters of recommendation from previous employers.

Position(s) for which you are applying:

Date: _____

1 _____ 2 _____ 3 _____

Personal Information

Name: _____
Last Name First Name M.I.

Mailing Address: _____
Street City State Zip Code

_____ Telephone # Cell Phone # Email Address

Are you a citizen of the United States? Yes No

Have you ever been fingerprinted in NYS for employment in a school? Yes No

Are there any limitations that would physically restrict you from performing certain responsibilities?

Yes No

a. If yes, please explain.

Education

Do you have a high school diploma? Yes No

High school attended? _____ Dates: _____

College attended? _____ Dates: _____

Other schools/training? _____ Dates: _____

Adult Work Experience

(List previous work experience. Most recent first)

Name of Employer	Position Held	Dates	Reason for Leaving

If you are applying for training as a substitute bus driver, please include the following information.

Do you have valid NYS driver's license? Yes No

If so, what class of license? _____ Expiration Date? _____

If you have been employed commercially as a driver (not driven to work, but driving was your primary responsibility,) list employers you have driven for in the past ten (10) years.

Name of Employer	Position Held	Dates	Reason for Leaving

References

List three (3) people who have first-hand knowledge of your employment skills, performance, character and personality. Please give complete addresses and current phone numbers.

Name	Official Position	Address	Phone # w/area code

Why do you wish to work for the Harrisville Central School District?

Signature

Date

HARRISVILLE CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Harrisville Central School District is in compliance with Education Amendments of 1972; Title IX, specifically disallowing any practice of discrimination.

Mr. Robert Finster may be contacted at 14371 Pirate Lane, Harrisville, NY 13648 or (315) 543-2707.