



AVERILL PARK CENTRAL SCHOOL DISTRICT

146 Gettle Road, Station 1
Averill Park, NY 12018
518-674-7050



APPLICATION FOR EMPLOYMENT (NON-TEACHING STAFF)

Name: _____
(PLEASE PRINT)

Preferred Name: _____

Address: _____

Email Address: _____

Telephone Number: _____ Social Security Number _____

Is your residence within the school district? YES NO

Are you a citizen of the United States? YES NO

Are you a United States war veteran? YES NO

Position(s) desired (see reverse for list of positions) _____

Employment desired at:

- Algonquin Middle School
- Miller Hill School
- West Sand Lake School
- Averill Park High School
- Poestenkill School
- Business Office

Type of Service: Full Time Part Time Substitute

If Part Time, available during hours of _____

When are you available to start work? _____

Education	Dates Attended	Name & Location	Highest Grade Completed Or Degree Received
High School			
College			
Other Schools or Special Preparation			

Please list three (3) names and **email addresses** OR **complete** mailing addresses and phone numbers for people **not related to you by blood or marriage**, which may be contacted by school officials for references as to your qualifications, character and reliability.

(OVER)

Employment/occupations you have had, with current or most recent position listed first:

Title/Position	Firm Name	Supervisor Name	Location	Years of Service

May we call for references? YES NO

Describe your typing/keyboarding ability: _____

Computer experience - List software with which you are competent (ie: MS Word, Excel, Access, etc.):

Experience working with children: _____

I affirm under the penalties of perjury that all statements made on this application (*including any attached papers*) are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a misstatement or fraud may disqualify me from appointment and /or lead to revocation of my appointment.

Signature: _____

Date: _____

How did you hear about employment opportunities at APCSD?

- APCSD Website Social Media Employment website (ie Indeed) Newspaper Friend/Relative

The following are some positions that exist in the Averill Park School District. *Circle position(s) desired*

- | | | | |
|-----------------------|------------------|---------------------|-------------------------|
| Account Clerk * | Teacher Aide | Auto Mechanic | Cook |
| Senior Typist * | Custodial Worker | Custodian * | Building Mechanic |
| Typist * | Payroll Clerk * | Groundskeeper | Cleaner |
| Executive Secretary * | Messenger | Food Service Helper | Treasurer/Account Clerk |
| | School Monitor | | |

* Denotes position is classified as competitive by the Civil Service Commission and requires a qualifying examination.

This form should be completed and mailed to the Office of Human Resources of the school district. The completed application will be kept on file in the Office of Human Resources for consideration when vacancies occur. References will be checked. Fingerprinting will be required prior to employment.

It is the policy of the Averill Park Central School District to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.