



Homer Central School District  
(607) 749-7241

APPLICATION FOR NON - INSTRUCTIONAL POSITION

*Please Print or Type  
Complete all sections  
Do not answer with "See Resume"*

Name _____			
Last	First	Middle	
Present Mailing Address _____			
Number	Street		
City or Town		State	Zip Code
Telephone (_____) _____		or (_____) _____	
Area Code		Area Code	

**POSITION PREFERENCE**

<input type="checkbox"/> Cafeteria - Position _____	<input type="checkbox"/> Custodial	<input type="checkbox"/> Clerk
<input type="checkbox"/> School Nurse	<input type="checkbox"/> Teacher Aide	<input type="checkbox"/> Clerk/Typist
<input type="checkbox"/> Maintenance - Position _____	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Typist
<input type="checkbox"/> Mechanic	<input type="checkbox"/> Garage Attendant	<input type="checkbox"/> Senior Typist
<input type="checkbox"/> Other		

**CERTIFICATION/LICENSE**

I hold the New York State Certificate(s)/License described below: (provide copies)

Type (Permanent, Provisional, CQ)	Area	Date Issued
_____	_____	_____
_____	_____	_____
Other licenses held: _____		
_____		

Please mail this application to: **Personnel Office** Date: \_\_\_\_\_, 19\_\_  
**Homer Central School District**  
**P.O. Box 500**  
**Homer, New York 13077**

*It is the policy of the Homer Central School District not to discriminate on the basis of sex, race, color, religion, age or handicapping conditions.*

Name \_\_\_\_\_

### EMPLOYMENT EXPERIENCE

Firm and Location	Dates	Position Held	Reason for Leaving	Duties

If you have had student teaching, please answer the following: Where? \_\_\_\_\_

When? \_\_\_\_\_ How long? \_\_\_\_\_ Subjects? \_\_\_\_\_ Grades? \_\_\_\_\_

### REFERENCES

List at least five individuals having personal knowledge of your training, ability, experience and personal character. Include the name, address and telephone number of your last supervisor who we may contact for a personal or employment reference. Experienced persons should include names of administrators and/or supervisors under whom they have worked, including the most recent.

Name	Position	Address	Telephone

May we refer to your present employer? Yes or No

May we refer to your former employer(s)? Yes or No

I have requested my placement folder and transcripts from: (Name, address and telephone)

\_\_\_\_\_

### CONSENT AND RELEASE

I, \_\_\_\_\_, hereby authorize the Homer Central School District to contact my references regarding my past employment with them and any other references. I further waive any cause of action against the District, its officers, employees and agents, which I may have as a result of the release of said employment information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## GENERAL INFORMATION

Do you have a valid license to operate a school bus in New York State? **Yes** or **No**  
 If yes, give the following:

Class \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Number \_\_\_\_\_

Job related organizations you belong to \_\_\_\_\_

Other outside interests you have \_\_\_\_\_

Have you, at any previous time, applied for a position at Homer Central School? **Yes** or **No**

Were you employed? \_\_\_\_\_ If yes, give dates \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## EDUCATIONAL PREPARATION

NAME	LOCATION					
High School	City	State	Date of Graduation			
Undergraduate, College or Technical School	City	State	Dates	Semester Hours	Year of Graduation	Degree

**GENERAL**

Below, confining yourself to the space allotted, write in your own handwriting a statement covering any further information that is important, such as:

- 1) Your background; 2) Your experiences; 3) Your training or skills;
- 4) Any other data you feel would be helpful in determining your suitability for the position.

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**APPLICANT DO NOT WRITE IN THIS SPACE**

<b>Reviewed by</b>	<b>Date</b>	<b>Interviewed By</b>	<b>Date</b>

**EXCELLENCE OF OPPORTUNITY AND INSTRUCTION. TOGETHER, WE CAN!**