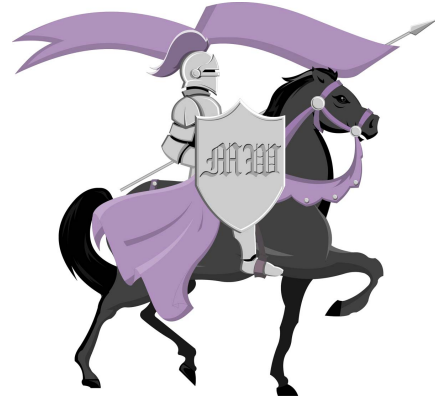


MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

Education Center
278 Route 32
Central Valley, NY 10917
(845) 460-6200
mw.k12.ny.us



CLASSIFIED PERSONNEL

Name: _____

POSITION APPLIED FOR

Permanent

Substitute

_____ Clerical
_____ School Monitor/Bus Aide
_____ Food Service Helper

_____ Clerical
_____ School Monitor/Bus Aide
_____ Food Service Helper

The Monroe-Woodbury Central School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, handicap, age, or marital status; nor does it apply any other arbitrary measure which would deprive persons of their constitutional rights.

I am available at all times: Yes No

If your answer is no, please specify days and/or time you are NOT available.

Do you wish to substitute in all buildings? Yes No

INSTRUCTIONS TO APPLICANTS

1. Fill out this application as completely and accurately as possible. If additional space is needed for any information, attach additional pages.
2. At the end of this application you may add, by a separate attachment, any supplementary information that will enable the School District to make a more complete estimate of your qualifications.
3. Return completed application and materials to: Monroe-Woodbury Central School District
Assistant Superintendent for Human Resources
Education Center
278 Route 32
Central Valley, NY 10917
Phone: (845) 460-6200
mw.k12.ny.us

PERSONAL INFORMATION

Name _____
LAST FIRST MIDDLE

Other Name(s) _____

Place of residence-address _____ Tel. () _____
STREET
CITY STATE ZIP

Permanent mailing address _____ Tel. () _____
(if different) STREET
CITY STATE ZIP

Telephone number at which you may be reached during business hours () _____

Are you a citizen of the United States? Yes No

If not a citizen of the United States, do you intend to become a citizen of the United States? Yes No

Can you perform any and all job functions with or without a reasonable accommodation? Yes No

If yes, please describe how you would perform such job functions: _____

Have you had a fingerprint/criminal background check processed in any other New York State school District? Yes No

If yes, which school district? _____ Date of background check _____

Have you ever been convicted of a crime? Yes No

If yes, please give date and explain (conviction does not preclude employment):

EDUCATIONAL BACKGROUND

Name and Location of School

High School	Dates Attended	Program	Date Diploma Granted

College (Undergraduate)*	Dates Attended	Nature of Studies		Degree	Date Granted
		Major	Minor		

WORK EXPERIENCE

Dates	Firm or Institution	Nature of Work	Full or Part	Salary

Secretarial :

Abilities: (please check)

Shorthand Typing* Switchboard

Bookkeeping Word Processing

* A 5 MINUTE TEST IS REQUIRED. PLEASE CALL OUR OFFICE SO WE CAN SET UP A DATE/TIME.

RETIREMENT INFORMATION

Are you a member of the New York State Employees Retirement System? Yes No

If yes, when did you join the retirement system? _____ Retirement System Number _____

REFERENCES

Give the names of four persons who have closely observed your work as a professional or who have first-hand knowledge of your character, personality, and/or your ability. If currently employed, include your present supervisor. Do not include letters of reference.

	1	2	3	4
Name				
Official Position				
Present Address				
Telephone No. (Area Code)				

Please mark with an asterisk those references who should not be contacted in the initial stages of processing this application.

CANDIDATE'S AFFIDAVIT

The facts set forth above in my application are true and complete, to the best of my knowledge, and I hereby authorize you to make any investigation necessary to verify the information provided in this application. I understand and agree that any false or misleading information in this application shall be sufficient cause for rejection of this application or, if employed, sufficient cause for dismissal subject to applicable provisions of law. Further, if employed, I understand and agree that my employment is for no fixed or definite period, and that I may be terminated at any time for any or no reason, subject to applicable provisions of law.

Signature of Applicant

Date

