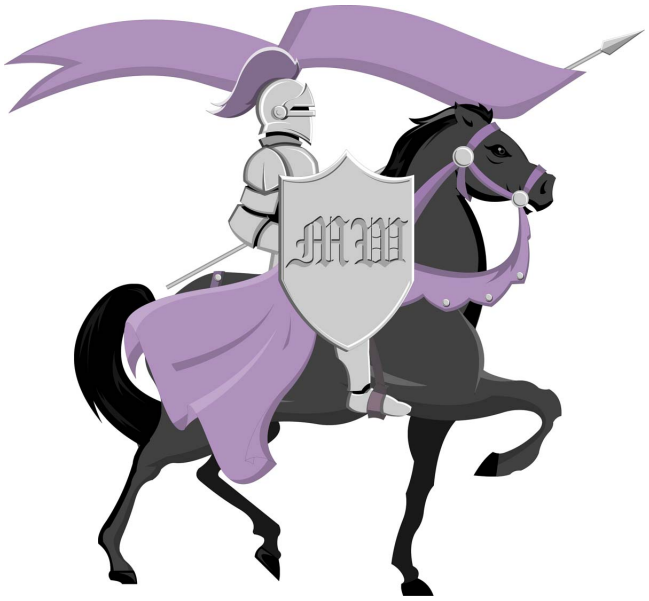
MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

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



CLASSIFIED PERSONNEL

Name:_____

POSITION APPLIED FOR

Custodial_____ Maintenance_____

Painter_____ Groundsman_____

Full Time_____ Part Time_____ Substitute Work_____

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.

12/09

INSTRUCTIONS TO APPLICANTS

l. 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)_____
Please provide any additional information regarding name, change of name, use of an assumed name or nickname which is necessary to enable a check of your work records

Place of residence-address _____ Tel. ( )_____
STREET

_____
CITY STATE ZIP

Permanent mailing address (if different) _____ Tel. ( )_____
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 Major	Minor	Degree	Date Granted

Do you have license or certificate to practice a trade? Yes _____ No _____

If so, name trade:_____

Place one check next to those you can do, and two checks next to those you have done:

Boiler Fireman	_____	Carpentry	_____	Electrical Work	_____
Landscaping	_____	Painting	_____	Plumbing	_____
Minor Repairing	_____	General Cleaning	_____	Glazing	_____

Dates	Firm or Institution	Nature of Work	Full or Part	Salary

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.

	1	2	3	4
Name				
Official Position				
Present Address (Zip Code)				
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

APPLICANT'S STATEMENT

OPTIONAL: In your own handwriting, indicate your strengths which will enable you to contribute to the educational programs of this district. Indicate attributes which you feel could distinguish you from other candidates for this position.