

Kenmore-Town of Tonawanda Union Free School District

Application for Employment



1500 Colvin Boulevard
 Buffalo, New York 14223-1196
 Telephone: (716)874-8400
 Fax: (716) 874-8623

JOB(S) APPLIED FOR:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Substitute
<input type="checkbox"/> Clerical	<input type="checkbox"/> Custodian/Cleaner	
<input type="checkbox"/> Grounds Worker/Laborer	<input type="checkbox"/> Weekend Only Laborer	
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Teacher Aide	
<input type="checkbox"/> Bus Mechanic	<input type="checkbox"/> Registered Nurse	
<input type="checkbox"/> Bus Attendant	<input type="checkbox"/> Food Service	
<input type="checkbox"/> School Monitor	<input type="checkbox"/> Trades	

PERSONAL INFORMATION

Name: _____ Soc. Sec. # _____

LAST
FIRST
MIDDLE

Present address: _____ Phone :() _____

NUMBER & STREET
CITY
STATE
ZIP

Previous address: _____

NUMBER & STREET
CITY
STATE
ZIP

- Have you ever been convicted of a crime or offense, excluding minor traffic violations? Yes No
- Are any criminal charges or proceedings pending against you? Yes No
 (If YES to either or both of the above, please explain on a separate sheet.)
- Are you a citizen of the USA? Yes No
- If NO, do you have legal papers necessary to remain and work in the United States? Yes No
- Have you ever served in the Armed Forces of the United States? Yes No
- If YES, did you receive a dishonorable discharge? (If YES, a dishonorable discharge is not an absolute bar to employment and other factors will affect a final decision.) Yes No
- If the position which you are applying for may require driving:
 Type of Driver's license: _____. Have you been convicted of any moving traffic violations (reckless driving, speeding, etc.) within the last 5 years? Yes No
- Have you ever been released or denied employment for any position? Yes No
 If YES, please explain: _____
- List any persons currently serving on our Board of Education or working for the district who are related to you.

- List persons working for the district who you know personally: _____

EDUCATIONAL PREPARATION

NAME AND LOCATION OF SCHOOL

High School _____

College(s) _____

Business/Trade _____

Special Training _____

EMPLOYMENT HISTORY

(Begin with most recent)

			Dates employed		
Employer	From	To	Salary		
Address					
Position Title					
Immediate supervisor, title & telephone					
Reason for leaving					
Summarize the nature of the work performed and position responsibilities					
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no please explain					
<hr style="border: 1px solid black;"/>					
			Dates employed		
Employer	From	To	Salary		
Address					
Position Title					
Immediate supervisor, title & telephone					
Reason for leaving					
Summarize the nature of the work performed and position responsibilities					
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no please explain					
<hr style="border: 1px solid black;"/>					
			Dates employed		
Employer	From	To	Salary		
Address					
Position Title					
Immediate supervisor, title & telephone					
Reason for leaving					
Summarize the nature of the work performed and position responsibilities					
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no please explain					

REFERENCES

Give the names of three references who have closely observed your work as an employee or student. Recommendations by present and former supervisors, Principals and others are preferred.

(Please print)	1	2	3
Name			
Position/Relationship			
Address			
Telephone			

Please fill out additional information for the particular type position for which you are applying.

Bus Driver/Bus Attendant/Teacher Aide/School Monitor

Indicate experiences that qualify you for working with students in a supervisory setting. _____

Are you interested in substitute work in this area? Yes No

Food Service

Have you ever had experience in preparing and serving food in an institutional setting Yes No If yes, describe:

Are you interested in substitute work in this area? Yes No

Clerical

Your average typing speed _____ wpm Do you take Shorthand? Yes No If yes, _____ wpm

Do you have a preference or experience working on a switchboard, computer or word processor? Yes No

If yes, describe: _____

Have you taken any Civil Service examinations for clerical positions? Yes No If yes, give the following information:

When _____ Where _____

Title(s) _____ Score(s) _____

Are you interested in substitute work in this area? Yes No

Custodial

Have you had experience or training in institutional cleaning? Yes No If yes, describe:

Have you ever supervised others in an institutional cleaning operation? Yes No If yes, describe:

Have you taken any Civil Service examinations for custodial positions? Yes No If yes, give the following information:

When _____ Where _____

Title(s) _____ Score(s) _____

Are you interested in substitute work in this area? Yes No

Maintenance

- Laborer Grounds Worker General Mechanic Carpenter Motor Equipment Operator
- Electrician Plumber Painter Other _____

Indicate experience or training that qualifies you for your area of preference:

TRANSPORTATION (Bus Driver applicants)

Note: If you knowingly make a false statement in this section, you commit a misdemeanor.

Days available to work: _____

Hours available to work: AM _____ PM _____

Class of driver's license _____ Expiration date _____

Motorist Identification no. _____ State of issuance _____

Have you ever had an accident while driving which resulted in injuries to yourself or others? Yes No- If yes, describe in detail: _____

Have you been convicted of any moving traffic violations (reckless driving, speeding, etc.) during the past five years?

Yes No If yes, complete the following:

DATE	CHARGE	DISPOSITION	COURT AND LOCATION

Active Driving Experience- Indicate how many years you have driven the following types of vehicle:

____ School bus ____ Passenger car ____ Passenger bus or heavy truck ____ Light truck or station wagon

Have you ever attended a bus driver training or other such course? Yes No

If yes, give date, place and duration of such course _____

Did you receive a certificate? Yes No

(Attach to this application form at least three (3) statements from three different persons who are not related to you either by blood or marriage pertaining to your moral character and reliability. List their names and addresses. This is a State Education Department transportation requirement.)

