

ARLINGTON CENTRAL SCHOOL DISTRICT

696 Dutchess Turnpike
Poughkeepsie, NY 12603

Business Office
(845) 486-4450

Maintenance
(845) 486-4977

Transportation
(845) 486-4955

School Lunch
(845) 486-4491

POSITION PREFERENCE:

<input type="checkbox"/> Account Clerk/Sr. Account Clerk	<input type="checkbox"/> Custodial Worker/Custodian	<input type="checkbox"/> Monitor, School
<input type="checkbox"/> Automotive/Bus Mechanic	<input type="checkbox"/> Food Service Helper	<input type="checkbox"/> Nurse
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Groundskeeper	<input type="checkbox"/> School Security Monitor
<input type="checkbox"/> Bus Driver/Custodial Worker	<input type="checkbox"/> Maintenance Mechanic/Helper	<input type="checkbox"/> Typist/Sr. Typist
	<input type="checkbox"/> Monitor, Bus	<input type="checkbox"/> Other _____

PERSONAL INFORMATION

NAME: _____ SOC. SEC. # _____

ADDRESS: _____ HOME PHONE: () _____

_____ WORK PHONE: () _____

_____ CELL PHONE: () _____

CONTACT IN CASE OF EMERGENCY: _____

NAME

PHONE NO.

Circle

1. Are you legally eligible for employment in this country?
(Upon employment, you will be asked to produce two original forms of identification.) Yes No
2. Do you have any physical conditions that may limit your ability to perform the job applied for? Yes No
3. Have you ever been convicted of any crime other than a minor traffic violation? Yes No
4. Are you presently under indictment or are you currently a defendant in any criminal proceedings? Yes No
5. Have you ever been released from an employment position? Yes No
6. Have you lost work/school days because of illness or other reasons in excess of 4 days in any of the last 5 years? Yes No

If you answered "yes" to items 2 through 6, please explain:

EDUCATION

NAME AND LOCATION OF SCHOOL:	DATES	MAJOR	DIPLOMA OR DEGREE
High School or GED _____ _____	_____	_____	_____
College(s) _____ _____	_____	_____	_____
Business or Trade _____ _____	_____	_____	_____

WORK EXPERIENCE (List most recent first. Attach additional sheets if necessary.)

Employer _____ From _____ To _____
 Address _____ Earnings _____
 Employer's Phone No. _____ Your Job Title _____
 Supervisor's Name & Title _____
 Reason for leaving _____
 Summary of duties _____

Employer _____ From _____ To _____
 Address _____ Earnings _____
 Employer's Phone No. _____ Your Job Title _____
 Supervisor's Name & Title _____
 Reason for leaving _____
 Summary of duties _____

Employer _____ From _____ To _____
 Address _____ Earnings _____
 Employer's Phone No. _____ Your Job Title _____
 Supervisor's Name & Title _____
 Reason for leaving _____
 Summary of duties _____

REFERENCES – List 3 business references familiar with your work.

Name	Address	Phone	How Known
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

MONITOR (Bus or School) – Indicate experiences that qualify you for working with students in a supervisory or instructional setting:

CAFETERIA

Have you ever had experience in preparing and serving food in an institutional setting? ____ If yes, describe: _____

Please indicate your reason for seeking employment in this area:

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

CLERICAL

Typing speed: _____ wpm. Do you take shorthand? ____ If yes, speed: _____ wpm. Do you have experience in Purchasing, Accounts Payable or Payroll? ____ If yes, please explain: _____

Have you taken any Civil Service exams for clerical positions? ____ If yes, list titles and dates of exams: _____

CUSTODIAL WORKER & BUS DRIVER/CUSTODIAL WORKER (Bus Driver/Custodial Worker must fill out page 4 of this application)

Have you had experience or training in institutional cleaning? ____ If yes, please explain: _____

Have you ever supervised others in an institutional cleaning operation? ____ If yes, Please explain: _____

Have you ever taken any Civil Service exams for custodial positions? ____ If yes, list titles and dates of exams:

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

MAINTENANCE & SPECIAL SKILLS

Job titles in this area are: Groundskeeper, Mechanic, Plumber, Carpenter, Electrician. Indicate experience or training that qualifies you for your area of preference: _____

Type of Driver's License: _____ Have you been charged with moving traffic violations (reckless driving, speeding, etc.) within the last 5 years or with any criminal act? ____ If yes, please complete the following:

Date	Charge	Disposition	Court and Location
------	--------	-------------	--------------------

BUS DRIVER - Answer the following if applying for Regular or Substitute Bus Driver:

Class of Driver's License: _____ License Restrictions: _____ State of Issuance: _____

Motorist Identification No. _____ Date of Expiration _____

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. This is a State Education Department requirement.

Have you ever had an accident while driving, which resulted in injuries to yourself or others? _____ If yes, describe in detail:

DATE	DESCRIPTION

Have you been charged with moving traffic violations (reckless driving, speeding, etc.) or any criminal act? _____ If yes, give details:

DATE	CHARGE	DISPOSITION	COURT AND LOCATION

Active driving experience: School Bus _____ years; Passenger Bus/Heavy Truck _____ years; Light Truck/Station Wagon _____ years.

Do you use intoxicants? Frequently Seldom Never

Do you use drugs? Frequently Seldom Never

Have you ever had any convulsions or periods of unconsciousness? Yes No

I have reviewed the above application, the three character statements and the report of the physician pertaining to the above named applicant for the position of Bus Driver for the school year _____ - _____. I hereby recommend his/her employment.

Date

Signature of Transportation Supervisor

APPLICANT'S STATEMENT - All statements made by me on this application are true and complete. I hereby authorize you to make any investigation of my personal history, financial credit and employment records. I waive my right of access to any information provided by any references in the process of investigating my personal background and work record. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment.

Date

Signature of Applicant

The Arlington Central School District does not discriminate on the basis of sex in the education programs or activities which it operates, and it is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes recruitment and appointment of employees, and employment pay and benefits.

150-045-III-30-06