

# Penn Yan Central School District

Date Rec'd. by PYCSD:

\_\_\_\_\_

## *Non-Teaching Employment Application*

Please return to: Penn Yan Central School District, One School Drive, Penn Yan, NY 14527-1099  
315-536-3371

(PLEASE PRINT)

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Address Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone No.</b>	<b>E-Mail Address</b>	<b>Application Date</b>	

Type of Application (check all that apply):  Full-Time  Part-Time  Substitute

Date you are available for employment \_\_\_\_/\_\_\_\_/\_\_\_\_

For what position(s) are you applying? \_\_\_\_\_

Have you ever been employed by our District before?  Yes  No  
If yes, give employment dates from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for applying for a job here: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  Yes  No  
Proof of citizenship or immigration status will be required upon employment.

Have you ever been convicted of any violation of law (excluding minor traffic infractions) or are there any pending criminal charges against you?  Yes  No

If yes, please explain \_\_\_\_\_

<u>Substitute Employment Recommendation</u> I have interviewed this applicant and recommend that he/she be placed on the Non-Teaching Substitute List.	
_____	_____
District Representative Signature	Date

<u>Superintendent's Authorization</u>	
Signature	_____
Date	_____

Are you currently employed?

Yes

No

May we contact your current employer?

Yes

No

Apart from absence for religious observance, are you available for full-time work?

Yes

No

If no, what hours can you work? \_\_\_\_\_

Will you work overtime if asked?

Yes

No

## Education

	Name and address of school	Course of study	No. of years completed	Diploma/ degree rec'd.	Semester hrs. credited
High School					
Undergraduate College					
Graduate Professional					
Other (Specify)					

## Relevant Experience

Name of Employer	Dates employed From: To:	Name(s) of person(s) responsible for supervising your work:
Address		Telephone number(s)
Job Title		Weekly Pay
Describe Work Performed		
Reason for Leaving		

Name of Employer	Dates employed From: To:	Name(s) of person(s) responsible for supervising your work:
Address		Telephone number(s)
Job Title		Weekly Pay
Describe Work Performed		
Reason for Leaving		

Name of Employer	Dates employed From: To:	Name(s) of person(s) responsible for supervising your work:
Address		Telephone number(s)
Job Title		Weekly Pay
Describe Work Performed		
Reason for Leaving		

**Personal References**

Name	Position	Phone number	Current address

We may contact the above references unless you indicated otherwise: \_\_\_\_\_

**Military References** (please complete if applicable)

Branch of Service: \_\_\_\_\_ Dates of Active Duty: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Date of Final Discharge: \_\_\_\_\_

Describe Duties and any Special Training: \_\_\_\_\_

\*\*\*\*\*

Previous Address: \_\_\_\_\_

How Long at Previous Address: \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ If so, with what employer(s)? \_\_\_\_\_

Upon review of the job description for the job for which you are applying, are you able to perform the job in a reasonable manner?

Yes  No

**In order to complete the application, you will need to:**

- A. Go to the Yates County Personnel (Civil Service) Office, located at 417 Liberty St., Penn Yan, and fill out an application for EACH position you have listed. There is a fee and exam for competitive positions. There is no fee or exam for non-competitive or labor class positions.
- B. Read the statement below and sign where indicated.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application shall be considered active during the current school year only.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**If you are applying for substitute employment**

- A. Schedule a short interview for each position that you have applied. This can be done by contacting one of the individuals from each appropriate category according to the following list. Please take this completed application with you to your interview(s).

Food Service Helper, School Lunch Cashier-PT

Mrs. Dana Burton, Director of Food Services, 315-536-6781

If you are applying for substitute employment in the Food Service Department, please return your application to the Secretary to the Director of Food Services and you will be contacted for the scheduling of an interview when there is an opening on the substitute list.

Food Service substitutes are required upon approval to either be scheduled for a physical with the school physician (there is no fee for this examination) or bring in a note from their personal physician stating they are in good physical health and are able to perform the duties commensurate with the position. Please contact the Secretary to the Director of Food Services at (315)536-6781 if you have questions.

Clerk, Library Clerk, School Monitor, Teacher Aide, School Nurse, Keyboard Specialist

Mr. Edward Foote, Elementary Principal	(315) 536-3346	<u>or</u>
Mrs. Kelly Dallos, Elementary Assistant Principal	(315) 536-3346	<u>or</u>
Mrs. Kelley Johnson, Middle School Principal	(315) 536-3366	<u>or</u>
Mr. David Pullen, High School Principal	(315) 536-4408	<u>or</u>
Mr. Tobin Tansey, High School Assistant Principal	(315) 536-4408	<u>or</u>
Mr. Warren Kinsey, High School Assistant Principal	(315) 536-4408	

Building Maintenance Worker, Custodial Worker, Custodian, Courier, Groundskeeper

Mr. Kevin Johnson, Building Maintenance Supervisor, (315) 536-9575

Auto Mechanic, School Bus Attendant, School Bus Driver

Mr. David Adam, Director of Transportation, (315) 536-2622

Keyboard Specialist

An interview is not required for Keyboard Specialist substitutes. Please provide us with a copy of your letter of approval from the Yates County Personnel Department together with this completed application.

- B) Complete the attached I-9 Employment Eligibility Verification and bring the required proof of citizenship with you to be examined and photocopied by a district employee.
- C) Complete the attached Health Statement, W-4, IT-2104, and NYS Teachers' Retirement System Election Form
- D) Take this application with you to the interview. Upon completion of the interview, the signed application should be returned to the District Office. Upon commencement of substitute employment, it will be necessary to stop at the District Office to have your fingerprints taken.

**PLEASE NOTE:** If you accept employment elsewhere, please notify the District that you are no longer a candidate for substitute employment.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

We consider applicants without regard to race, color, religion, creed, gender, sexual orientation, national origin, political affiliation, age, disability, marital or veteran status, or any other legally protected status.

**PENN YAN CENTRAL SCHOOL DISTRICT  
BUSINESS OFFICE  
ONE SCHOOL DRIVE  
PENN YAN, NY 14527-1099  
(315) 536-3373**

**SUBSTITUTE SUPPORT STAFF QUESTIONNAIRE**

Name \_\_\_\_\_ Home Tel. # \_\_\_\_\_

Address \_\_\_\_\_

Other Phone Where You May be Reached \_\_\_\_\_

In an Emergency, Notify \_\_\_\_\_

At the Following Number \_\_\_\_\_

Please state any special conditions (i.e. building, days/hours available) \_\_\_\_\_

Will you have any transportation problems in reporting to work?  Yes  No

I understand and agree to notify the Business Office if any of the above conditions change.

Signature \_\_\_\_\_ Date \_\_\_\_\_