

# EMPLOYMENT APPLICATION FOR NON-TEACHING STAFF



MAYFIELD CENTRAL SCHOOL DISTRICT  
27 SCHOOL STREET MAYFIELD NEW YORK 12117

POSITION DESIRED \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

## PERSONAL DATA:

NAME \_\_\_\_\_ S.S. NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
STREET NUMBER/NAME CITY STATE ZIP

## EDUCATION:

	NAME OF INSTITUTION	CITY/STATE	DATES ATTENDED
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HIGH SCHOOL	_____	_____	_____
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COLLEGE OR OTHER EDUCATION	_____	_____	_____
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CIVIL SERVICE CERTIFICATION(S) \_\_\_\_\_

## EXPERIENCE:

PRESENT EMPLOYER \_\_\_\_\_

JOB TITLE / DUTIES \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

YEARS IN POSITION \_\_\_\_\_ IMMEDIATE SUPERVISOR \_\_\_\_\_

## PREVIOUS EMPLOYMENT

	COMPANY & SUPERVISOR NAME	JOB TITLE / DUTIES	YEARS WORKED
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

## REFERENCES

	NAME	RELATION	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PLEASE OUTLINE YOUR REASONS FOR SEEKING EMPLOYMENT WITH OUR SCHOOL DISTRICT AND WHAT SKILLS YOU HAVE THAT WOULD MAKE YOU AN A VALUABLE EMPLOYEE.

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PLEASE RESPOND TO EACH QUESTION

- 1. Have you ever resigned from a position rather than face disciplinary action? ..... Yes  No
- 2. Has any disciplinary action been brought against you which resulted in you being discharged from employment?..... Yes  No
- 3. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable or which was issued under other than honorable circumstances? ..... Yes  No
- 4. Have you ever been convicted of any crime (felony or misdemeanor)? ..... Yes  No
- 5. Are you now under any charges for any crime (felony or misdemeanor)? ..... Yes  No
- 6. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any questions? ..... Yes  No
- 7. Have you ever had a teaching credential revoked, suspended, or annulled? .....Yes  No
- 8. Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020? ..... Yes  No

If you answered YES to any of the questions above, provide on a separate sheet of paper the specification or an explanation for the response. If you elect not to provide specifics, however, or if such an explanation is insufficient, a confidential investigation may be initiated. We may also request official copies of court records including disposition. None of the above circumstances represents an automatic bar to teaching certification. Article 23A of the NYS Correction Law prohibits discrimination for previous criminal conviction except under specific circumstances.

The material, information, and/or other data obtained, collected, or sought during the search process is the property of the Mayfield Central School District and may be shared with persons engaged in the search proceedings. This information may be the subject of inquiry by the consultant as he/she conducts a study of the background, experience, and educational activities of the candidates. Accordingly, I agree to release from liability those people giving information about me so long as the information is related to the responsibilities, duties and/or functions of the position for which I have applied. I understand that none of the information noted above will be available to me except as may be required under state or federal laws or regulations. I also understand that willful misrepresentation of any fact contained in this application is cause for disqualification of my candidacy for the position or if hired or retained, dismissal from the position and loss of tenure rights.

**AFFIDAVIT:** Under penalties of perjury, I declare and affirm that the statements made in the foregoing application, including accompanying statements, are true, complete, and accurate. If you knowingly make a false statement in the application, you commit a misdemeanor.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE COMPLETE ALL QUESTIONS, ATTACH THREE (3) LETTERS OF REFERENCE, AND FORWARD TO:**

Christopher Clapper, Superintendent  
Mayfield Central School District  
27 School Street  
Mayfield New York 12117

**FULTON COUNTY PERSONNEL DEPARTMENT**  
**1 EAST MONTGOMERY STREET JOHNSTOWN, NEW YORK 12095-2534**  
**PHONE: (518) 736-5574 FAX: (518) 736-1027**

**ANY AND ALL STATEMENTS MADE ON THIS APPLICATION OR MADE IN CONNECTION WITH IT, INCLUDING ANY ATTACHMENTS OR AMENDMENTS, ARE SUBJECT TO VERIFICATION.**

*READ INSTRUCTIONS AND INFORMATION ON BACK BEFORE BEGINNING  
RETURN COMPLETED APPLICATION TO THE ABOVE ADDRESS*

APPLICATION FOR EXAMINATION OR EMPLOYMENT

<b>POSITION TITLE</b>	<b>EXAMINATION NUMBER</b>

This application may be part of your examination. Answer all questions fully and carefully. Attach additional sheets if necessary in order to give complete and detailed information.

1. NAME, MAILING ADDRESS AND PHONE (Please Print)

Last	First	M.I.
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Street Address (Actual residence) \_\_\_\_\_

Mailing Address (If different from street address) \_\_\_\_\_

City	State	Zip Code
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( ) _____ Home Phone	( ) _____ Business Phone
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May we contact you at your Business Phone? NO YES Hrs: \_\_\_\_\_

2. SOCIAL SECURITY NUMBER: \_\_\_\_\_

3. Are you 18 years of age or older? YES NO  
If there are minimum/maximum age limits for position give your date of birth: \_\_\_\_\_

4. SPECIAL ARRANGEMENTS FOR EXAMINATION (Refer to Pg. 4 D)  
 RELIGIOUS OBSERVER  DISABLED PERSON  
 ACTIVE MILITARY SERVICE

4.a. Have you applied for any other Civil Service examinations for employment with Fulton County, NYS, or any other local government jurisdiction scheduled on the same date? YES NO If yes, you must make arrangements to take all the examinations at one test site. You must request and complete form: "Same Day - Multiple Examinations" and return it to the Personnel Office at the above address.

5. If you are not a citizen of the United States, do you have the legal right to accept employment in the United States? YES NO  
(Non-citizens may be required to produce I-151 or I-551 Alien Registration Cards at time of appointment.)

6. State the name of each location in which you reside and how long you have continuously resided, up to and including the date of this application.

I currently live in the following:	YEARS	MONTHS
State		
County		
City or Town <i>(circle one)</i>		
School District		

7. Exempt Volunteer Firefighter: NO YES I am a bona fide member of the \_\_\_\_\_ Volunteer Fire Department and have served in said department for five years and is so certified to be an exempt volunteer firefighter in accordance with Section 200 of the General Municipal Law.

8. Check appropriate box to the right of each question:

- |  |                                 |                                |
|--|---------------------------------|--------------------------------|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| B. Did you ever resign from any employment rather than face dismissal?                                     | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| C. Did you ever receive a dishonorable discharge from the Armed Forces of the United States?               | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| D. Have you ever pled guilty to or been convicted of any crime (felony or misdemeanor)?                    | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| E. Are you now under charges for any crime?  | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |

If you answered "YES" to any of the Questions 8 A-C above, give specifics under "Remarks" on back of this application. If you answered "YES" to Questions D or E you must complete "Addendum to Exam and Employment Application: Questions 8.D. & 8.E." None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

9. THIS AFFIRMATION MUST BE COMPLETED:

I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material mis-statement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Is additional information relative to a change of name, use of an assumed name or nickname necessary to enable a check on your work record? (If yes, explain) \_\_\_\_\_

**FOR FULTON COUNTY PERSONNEL DEPARTMENT USE ONLY**

Date Rec'd \_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Receipt Number C M.O. Fee Waived

Veteran  Disabled Veteran Veterans Credits Forms Given \_\_\_\_\_  
(Date)

Approved Title: \_\_\_\_\_ Approved By: \_\_\_\_\_

Title: \_\_\_\_\_ Approved By: \_\_\_\_\_

Disapproved Title: \_\_\_\_\_ Disapproved By: \_\_\_\_\_

Remarks: \_\_\_\_\_

Appeal Approved  Appeal Denied Approved/Denied By: \_\_\_\_\_

Performance Test Waived

Vets Credits: Pending Approved Disapproved Conditional + \_\_\_\_\_

**ANY AND ALL STATEMENTS MADE ON THIS APPLICATION OR MADE IN CONNECTION WITH IT, INCLUDING ANY ATTACHMENTS OR AMENDMENTS, ARE SUBJECT TO VERIFICATION.**

10. VETERANS CREDITS: To claim additional credit as an honorably discharged veteran, you must check the appropriate box below and answer questions A-D. (You must request, complete and return a separate Application for Veteran's Credit and proof of eligibility by the date indicated on the form.)

- NO
- NON-DISABLED VETERAN - A member of the Armed Forces of the U.S. who served in time of war as defined by Civil Service Law and who was honorably discharged or released under honorable circumstances from such service.
- DISABLED VETERAN - A veteran who is certified by the U.S. Veterans Administration as entitled to receive disability payments upon the certification of such Veteran's Administration for at least 10% disability incurred by him in time of war and is in existence at the time of application.
- CURRENTLY ON ACTIVE DUTY - On active duty (other than for training purposes) in the Armed Forces of the United States.

- A. Have you ever served in the Armed Forces of the United States? (The "Armed Forces of the United States" means the Army, Navy, Marine Corps, Air Force or Coast Guard, including all components thereof and the National Guard when in the services of the United States pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes.) YES  NO
- B. If "YES" did you receive a discharge which was honorable or were you released under honorable circumstances? YES  NO
- C. Did you ever serve in the Armed Forces of the U.S. during any of the following periods? YES  NO   
 Apr 6, 1917-Nov 11, 1918; Dec 7, 1941-Dec 31, 1946; June 27, 1950-Jan 31, 1955; Feb 28, 1961-May 7, 1975; Persian Gulf conflict from Aug 2, 1990-to the end of such hostilities; Commissioned corps of the US Public Health Services-July 29, 1945-Sep 2, 1945; June 26, 1950-July 3, 1952; or to receive credit for the following periods, you must have received the armed forces, navy or marine corps expeditionary medal: Hostilities in Lebanon: June 1, 1983-Dec 1, 1987; Hostilities in Grenada: Oct 23, 1983-Nov 21, 1983; Hostilities in Panama: Dec 20, 1989-Jan 31, 1990.
- D. Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for permanent appointment to any position in the public employment of New York State or any of its civil divisions? YES  NO

11. EDUCATION: If the minimum qualifications for this position requires a college degree or college credit, you must submit a copy of your official academic transcript with this application.

Have you graduated from high school or do you have a high school equivalency diploma or high school individual education plan diploma?  YES  NO

If Yes: Name and Location of High School \_\_\_\_\_ or  
 Issuing Governmental Authority \_\_\_\_\_ Date of Issue \_\_\_\_\_

	Name of School and City and State in which located	Dates of Attendance (Month and Year) From To	Day Or Night	Full Or Part Time	No. of Years Credited	Were you Graduated?	Type of Course or Major Subject	Number of College Credits Received	Type of Degree Received	Date Degree Expected or Received
College, University, Professional or Technical School										
Other Schools or Special Courses										

12. LICENSES If the minimum qualifications for this position require a license, certificate or other authorization to practice a trade or profession, complete the following question and include a copy of your license. If not currently licensed check this box  (INCLUDE A COPY OF YOUR LICENSE)

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of

Specialty	Date License First Issued	Registered	From: (Mo./Yr.)	To: (Mo./Yr.)

13. If required, do you have a valid license to operate a motor vehicle in New York State?  YES  NO

14. Have you ever worked for the County under a different name?  YES  NO If yes, list different name and explain:

15. Name(s) of relative currently employed by the County \_\_\_\_\_

16. Have you ever taken any civil service exams given by this department or any other civil service agency (including NYS)?  YES  NO If "YES" give titles and dates:  
 TITLE OF EXAMINATION: \_\_\_\_\_ DATE: \_\_\_\_\_ TITLE OF EXAMINATION: \_\_\_\_\_ DATE: \_\_\_\_\_

17. PERFORMANCE TEST: If the examination you are filing for requires a performance test, refer to the section WAIVER OF PERFORMANCE TEST on the examination announcement for waiver criteria and a description of acceptable documentation. Are you eligible for and requesting a waiver of the performance test?  YES  NO  
*(If yes, you must request, complete and return the Performance Test Waiver form by the date indicated on it.)*

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18. **DESCRIPTION OF EXPERIENCE** You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will **NOT** be interpreted in your favor.

Beginning with the most recent, describe below in detail all employment that is pertinent to the position applied for. Under "Duties" describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. If your title or duties changed materially in the course of your tenure in any one organization, indicate such change clearly and as a separate employment. State size and kind of working force, if any, supervised by you and the extent of such supervision. If the examination announcement states that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work, showing it as unpaid in the "Earnings" box. If you have had military service which includes experience pertinent to the position(s), describe such experience as a separate employment. (If more space is needed, attach 8½" X 11" sheets of paper.)

LENGTH OF EMPLOYMENT MO YR    MO YR FROM / TO /	FIRM NAME:  TELEPHONE NO.:	STREET ADDRESS	CITY	STATE	ZIP
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EARNINGS (Check one) <input type="checkbox"/> PAID OR <input type="checkbox"/> UNPAID	DESCRIBE DUTIES WITH ESTIMATED PERCENTAGES OF TIME SPENT ON EACH TYPE OF WORK (TOTAL NOT TO EXCEED 100%)
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TYPE OF BUSINESS ↓	
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YOUR EXACT TITLE ↓	
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NAME OF SUPERVISOR ↓	
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SUPERVISOR'S TITLE ↓	
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No. of hours worked per week: (exclusive of overtime)	Reason for Leaving:
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LENGTH OF EMPLOYMENT MO YR    MO YR FROM / TO /	FIRM NAME:  TELEPHONE NO.:	STREET ADDRESS	CITY	STATE	ZIP
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EARNINGS (Check one) <input type="checkbox"/> PAID OR <input type="checkbox"/> UNPAID	DESCRIBE DUTIES WITH ESTIMATED PERCENTAGES OF TIME SPENT ON EACH TYPE OF WORK (TOTAL NOT TO EXCEED 100%)
--	--

TYPE OF BUSINESS ↓	
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YOUR EXACT TITLE ↓	
--------------------	--

NAME OF SUPERVISOR ↓	
----------------------	--

SUPERVISOR'S TITLE ↓	
----------------------	--

No. of hours worked per week: (exclusive of overtime)	Reason for Leaving:
--	---------------------

LENGTH OF EMPLOYMENT MO YR    MO YR FROM / TO /	FIRM NAME:  TELEPHONE NO.:	STREET ADDRESS	CITY	STATE	ZIP
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EARNINGS (Check one) <input type="checkbox"/> PAID OR <input type="checkbox"/> UNPAID	DESCRIBE DUTIES WITH ESTIMATED PERCENTAGES OF TIME SPENT ON EACH TYPE OF WORK (TOTAL NOT TO EXCEED 100%)
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TYPE OF BUSINESS ↓	
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YOUR EXACT TITLE ↓	
--------------------	--

NAME OF SUPERVISOR ↓	
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SUPERVISOR'S TITLE ↓	
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No. of hours worked per week: (exclusive of overtime)	Reason for Leaving:
--	---------------------

LENGTH OF EMPLOYMENT MO YR    MO YR FROM / TO /	FIRM NAME:  TELEPHONE NO.:	STREET ADDRESS	CITY	STATE	ZIP
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EARNINGS (Check one) <input type="checkbox"/> PAID OR <input type="checkbox"/> UNPAID	DESCRIBE DUTIES WITH ESTIMATED PERCENTAGES OF TIME SPENT ON EACH TYPE OF WORK (TOTAL NOT TO EXCEED 100%)
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TYPE OF BUSINESS ↓	
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YOUR EXACT TITLE ↓	
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NAME OF SUPERVISOR ↓	
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SUPERVISOR'S TITLE ↓	
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No. of hours worked per week: (exclusive of overtime)	Reason for Leaving:
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**SPECIAL INSTRUCTIONS AND INFORMATION FOR CANDIDATES FOR EXAMINATION**

**A. ANNOUNCEMENT OF EXAMINATION**

Before filling out your application, you must read the announcement for this examination thoroughly and carefully.

When completing your application be sure to enter, at the top of page 1, the examination number and title which identifies the examination for which you are filing and submit it to the Personnel Department along with the processing fee.

**B. ADMISSION TO EXAMINATION**

Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted, conditionally, to the examination on the basis of statements made on the application or without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test may NOT be notified of their score.

Contact the Fulton County Personnel Department immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

**C. CHANGE OF ADDRESS**

Notify this agency immediately of any change of address. Notification must be in writing and include the number and title of examination.

**D. SPECIAL ARRANGEMENTS**

If you have duly filed your application but need special arrangements because you are a Religious Observer (for religious reasons cannot be tested on date of examination(s)), a Disabled Person (require special arrangements in order to participate in the examination(s)), or due to active Military Service deprived of participation on the scheduled date, you must

1. Check the appropriate box in Question 4 and indicate the special arrangements you require in the REMARKS section below.
2. Write to the Fulton County Personnel Department no later than the last date of filing for this examination. Your request must include examination number and title and the type of special arrangements required.

**E. BACKGROUND INVESTIGATION**

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**F. VETERANS CREDITS**

If you are making a claim for veterans' credits with this application, be sure you read the following information very carefully: Any claim for additional credits as a disabled or non-disabled war veteran or candidate currently in the armed forces, must be made with this application. Failure to complete Question 10 accurately and completely, may result in a denial of your claim.

If you are claiming credits as a disabled war veteran, in addition to meeting the requirements as indicated by a "YES" answer to question 10 A-C and a "NO" answer to Question 10 D, you must be certified by the Veterans' Administration as being entitled to receive payments for a service-connected disability rate at ten (10) percent or more, incurred during a "Time of War" as indicated in Question 10 C.

If you have checked the box marked CURRENTLY ON ACTIVE DUTY for question 10, effective 1/1/98 the NYS Constitution allows candidates currently serving in the Armed Forces to request conditional veteran's credits. You must provide acceptable proof of military status, i.e., a military ID card, military orders, or other official military documents that substantiate active military service at the time of examination.

If you pass the exam, conditional veteran's credits will be granted only at the time of establishment of the resulting eligible list. You will be restricted from certification using the additional credits until you provide appropriate documentary proof that the service was in time of war (see question 10 C) and that you received an honorable discharge or were released under honorable circumstances. Until acceptable documentation is submitted to the Personnel Officer, your name will be certified with the exam score excluding additional credits.

Veteran's credits may only be used for one governmental permanent appointment or promotion.

All claims and grants of veterans' credits are tentative and must be verified through inspection of discharge papers and other related documents, as necessary, prior to the establishment of the eligible list. All statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event of subsequent disclosure of any material mis-statement or fraud in this claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material mis-statement or fraud.

**THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT.**

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8½"X11" sheets)

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