

# ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point - Yaphank Road Rocky Point, New York 11778

Telephone: (631) 744-1600 Fax: (631) 849-7558

## APPLICATION FOR NON-INSTRUCTIONAL APPOINTMENT

This application must be completed in full. The attachment of a resume will be helpful. Our acceptance of this application is no guarantee that you will receive an interview. The applicant is responsible for complying with Civil Service certification requirements, if necessary.

<b>POSITION DESI</b>	<b>RED</b> (check all the	nat apply)		
Clerical/Secreta	arial School 7	Teacher Aide	dial Security	Volunteer  Other
Are you interested in	n a Substitute or Te	emporary Position?	Yes No	
Are you interested in	n permanent, part-t	ime employment?	Yes No	
PERSONAL INF	ORMATION			
Name				
(Please Print)	Last	First	Middle Initial	Maiden Name
Address				
	Street	City	State	ZIP
Mailing, if different_				
	Street	City	State	ZIP
Home Phone Number	er	Cell ]	Phone Number	
E-mail		Social Security Number		
Are you a U.S. citize	en?  Yes  N	No		
Are vou a member o	of the NYS Public I	Employment Retirement	System? Yes	∃ No
•		ent #	<del>-</del> -	<b>-</b>
		YS Public Employment	_	
Have you ever been	convicted of a crin	ne? 🗌 Yes 🔲 No		
If yes, please	e explain			
To the best of your jurisdiction outside of			harge or criminal conv	viction against you in any
If yes, please	e explain			
Are you Suffolk Cou	anty Civil Service	certified in any area?	Yes No	
If yes, list ce	ertification areas: _			
Have you ever receive	ved a permanent C	ivil Service appointmen	t in New York State?	Yes No
If yes, please	e indicate the agen	cy		
Have you ever been	fingerprinted for a	school position in New	y Name York State?  Yes	Date of Appointment  No
	e indicate the agen	-		
J J, F		Agency	y Name	Date of Fingerprinting
Estimate the total da	ys absent from wo	rk or school for the past	three years.	

#### **EDUCATION**

	School Name and Location	Year of Graduation	Dates Attended	Diploma or Degree
High School				
College				
Other				

#### **WORK EXPERIENCE**

List the most recent experience first. Include any substitute and/or related work. Please state whether full-time or part-time employment.

Name	and Location of Employer	Specific Nature of Work Performed	Dates	FT or PT
1.				
2.				
3.				
4.				

#### **REFERENCES**

List three (3) persons who have observed and evaluated your work. Recommendations by present and former supervisors are requested. Please attach three letters of reference with your application.

Name and Address	Position	Phone
1.		
2.		
3.		

### Please be sure to sign and date this application.

Thank you for your interest in the Rocky Point School District.

To the best of my knowledge the information contained in this application is true and complete. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between myself and the Rocky Point School District for employment or the provision of any benefits.

It is also understood that school district officials have the authority to contact any institution or persons(s) listed above for the purpose of processing this application to its completion.

Applications will be kept on file for one year from the date of filing. If you wish to keep your application active, you must make this intent known in writing on or before the anniversary of this application.

Signature _	Date	
-		

SUPERINTENDENT'S SIGNATURE REQUIRED FOR VOLUNTEER APPOINTMENTS		
Signature	eDate	