



Willsboro Central School
PO Box 180, 29 School Lane
Willsboro, New York 12996
Phone: 518-963-4456 Fax: 518-963-7577
www.willsborocsd.org

NON-INSTRUCTIONAL APPLICATION

Position Applying For

Personal Information

Full name: _____ Phone number: _____
Street Address: _____ Email: _____
City: _____ State: _____ Zip: _____ Social Security: _____

Educational Preparation

1 High School: _____ Location: _____
Graduation Date: _____

2 College/Undergraduate: _____ Location: _____
Major: _____ Degree: _____

3 College/Undergraduate: _____ Location: _____
Major: _____ Degree: _____

Work Experience (List most recent first)

1 Position: _____ Organization: _____
Dates: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

2 Position: _____ Organization: _____
Dates: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

3 Position: _____ Organization: _____
Dates: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

4 Position: _____ Organization: _____
Dates: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____

References

1 Name: _____ Position: _____ Address: _____
City, State, Zip _____ Phone Number: _____ Email: _____

2 Name: _____ Position: _____ Address: _____
City, State, Zip _____ Phone Number: _____ Email: _____

3 Name: _____ Position: _____ Address: _____
City, State, Zip _____ Phone Number: _____ Email: _____

General Information

Have you ever been convicted of crime?

YES _____ NO _____

If yes, when, where and disposition of the offense? _____

Are you legally authorized to work in the United States? YES _____ NO _____

Are you a U.S. veteran? YES _____ NO _____

If yes, please list experience and any special training received in the military. _____

Applicant's Statement

Please give a statement covering any additional information which will help in judging your suitability for a position, including such things as special experience, training or interests.

New York State School law requires that all personnel must be fingerprinted for employment and processed through Morpho Trust by going to their website at www.indentogo.com (instructions attached.)

The fee for fingerprinting is **\$101.75 other / Bus drivers \$104.**

Have you ever been fingerprinted? YES _____ NO _____

(If NO, you will contacted regarding fingerprinting procedures.)

Applications will be kept on file for ONE YEAR from the date of application. If you desire to keep your application on file beyond that date, please notify the District Office in writing or submit a new application.

The facts set forth on this application are true and complete. I understand that if employed, false statements on this application shall be considered cause for dismissal. I do hereby authorize representatives from Willsboro Central School District to contact my former employers. The purpose of this release is to permit the Willsboro Central School District to obtain information regarding my work history and job performance. I also authorize Willsboro Central School District to utilize the information obtained as a part of my application for employment.

(Applicant's Signature)

(Date)

All applicants are required to submit a Civil Service Application.

Prospective employees will receive consideration without discriminations because of race, creed, color, sex, age, national origin, handicap, or veteran status.