

**MEXICO ACADEMY AND CENTRAL SCHOOL**  
**16 Fravor Road, Suite A**  
**Mexico, New York 13114**

**Employment Application (Instructional Support and Substitute Application)**

Clearance by NYS Education Dept. is required, including fingerprints and background check.

**Position(s) applying for:** \_\_\_\_\_

\_\_\_\_\_  
 (Last Name) (First Name) (Middle Initial)

**Address:** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**NYS Retirement Number:** \_\_\_\_\_ **Indicate (circle): ERS TRS**

**License/Certification No.** \_\_\_\_\_ **Certification Area:** \_\_\_\_\_

**EDUCATION:**

	School and Location	Years Attended From To	Type Of Course	Diploma or Degree	Date Granted
High School					
College(s)					
Graduate					

**SKILLS:** Keyboarding: Yes \_\_\_ No \_\_\_ Speed \_\_\_\_\_ Computer applications Experience \_\_\_\_\_

**CIVIL SERVICE STATUS:** Have you ever taken a Civil Exam? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 (Date) (Title) (Grade)

**SPECIAL INTERESTS:** (list and state office and committee chairmanships you have held.)

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**WORK EXPERIENCE/STUDENT TEACHING EXPERIENCE:** (begin with your present position and list in inverse chronological order all positions held.)

Name, Address & Telephone Number of Employer	Dates Employed	Nature of Work	Reason For Leaving (if applicable)	Name of your Supervisor

**REFERENCES:** (Give the name, address and phone number of 3 references, including **2 previous employers**, if possible.)

Reference Name	Reference Address	Reference Phone Number

Please Circle Yes or No for the following questions

1. Have you ever been fingerprinted for the purpose of employment? Yes    No  
 If yes, where? \_\_\_\_\_ When? \_\_\_\_\_
2. Have you been cleared by NYSED for teaching? Yes    No
3. Are you legally eligible for employment in this country? (requires appropriate ID) Yes    No
4. Have you ever received an unsatisfactory rating in conjunction with a performance review? Yes    No
5. Have you ever been disqualified for employment for any civil service position? Yes    No

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|--|-----|----|
| 6. Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)?   | Yes | No |
| 7. Have disciplinary charges ever been preferred against you by an employer?<br>If yes, were the charges sustained?  | Yes | No |
| 8. Have you ever resigned as an alternative to facing charges or dismissal?  | Yes | No |
| 9. Have you ever had a license or certificate denied or terminated because of unsatisfactory teaching, fingerprints, or medical record?  | Yes | No |
| 10. Have you ever had any professional certificate or license denied, revoked, or suspended by any government agency as a result of your record?   | Yes | No |
| 11. Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child?<br>If yes, please attach a written statement indicating the date and nature of the finding, name of the court/judge. | Yes | No |

**APPLICANT'S STATEMENT**

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements herein and further authorize all cited references to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize any participating school district for which I have completed an employment application to check my references, to obtain information from my former employers and educational institutions, to take other action to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize any school district to which this application is submitted to obtain information about my criminal record and authorize all government agencies to provide information about my criminal record to the school district. I understand that any omissions on this application may prevent my application from being evaluated or referred to a school district and that any misrepresentation, falsification or omission on this application or on other documents submitted to the school district will be sufficient cause for this application not to be considered by the school district, not to be referred to a school district, or for discharge if I have been employed.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Mexico Central School District is in compliance with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, physical handicap, and any other protected category under federal, state, or local laws. EOA/AA

**OFFICE USE**

Date of Interview: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Recommended for Employment as: \_\_\_\_\_

Employment Paper Work: Information Update, Appointment Notice, I-9, W4, IT-201, Retirement, Direct Deposit