



District Office
407 Fremont Road
East Syracuse, NY 13057

Fax: 315-434-3020
www.esmschools.org

Application for Employment / Non-instructional Positions

Please check all that apply:

Table with 3 columns and 4 rows of job categories with checkboxes: Teacher Aide, Custodial/Grounds Substitute, Clerical Substitute, Teacher Aide Substitute, General Mechanic, School Bus Attendant, Custodial, Auto Mechanic, School Bus Attendant Substitute, Grounds, Clerical.

Date _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: Home _____ Cell _____ Email _____

Can you, after employment, submit verification of your legal right to work in the United States? o Yes o No

Social Security Number (voluntary): _____

Other than traffic violations, have you ever been convicted of a crime? o Yes o No

Have you ever been arrested and charged with a criminal offense which is still pending? o Yes o No

If you answered yes to either of the above questions, provide an explanation on an attached sheet. If you have been convicted of a crime, state when, where and the disposition of the offense. Conviction of a crime will not necessarily prevent acceptance for employment.

Have you ever been dismissed or asked to resign from any position: o Yes o No If yes, explain:

Civil Service classification held, if any: _____

Have you received Onondaga County Civil Service veteran's credit? o Yes o No

Professional licenses held, if any: _____

When could you begin work? _____

Have you ever worked for ESM before: o Yes o No If yes, why did you leave? _____

Custodial and General Mechanic Applicants: Are you available to work nights? o Yes o No Weekends? o Yes o No

Do you have a CDL driver's license? o Yes o No

Auto Mechanic Applicants: Are you licensed to drive? o Yes o No

Classes of license: _____

Do you have a license, certificate or other authorization to practice a trade or profession? o Yes o No

If yes, document title: _____ Issuing agency and state: _____

Education

High School attended _____ Diploma earned _____

Additional education and degrees: _____

What knowledge, special technical and/or individual capabilities do you possess which especially prepare you for the position (2) for which you have applied? _____

Work Experience

Current/Previous Employer:

Company Name: _____ Contact Person: _____
Address: _____ Phone: _____
Position Held: _____ Length of Service: _____ Date Left: _____
Salary: _____ Reason for Leaving: _____

Second Previous Employer:

Company Name: _____ Contact Person: _____
Address: _____ Phone: _____
Position Held: _____ Length of Service: _____ Date Left: _____
Salary: _____ Reason for Leaving: _____

Third Previous Employer:

Company Name: _____ Contact Person: _____
Address: _____ Phone: _____
Position Held: _____ Length of Service: _____ Date Left: _____
Salary: _____ Reason for Leaving: _____

References

Include people who can furnish information as to character, training, work performance and experience.

1. Name: _____ Professional or personal relationship: _____
Position Title: _____ Company: _____
Address: _____ Phone: _____
2. Name: _____ Professional or personal relationship: _____
Position Title: _____ Company: _____
Address: _____ Phone: _____
3. Name: _____ Professional or personal relationship: _____
Position Title: _____ Company: _____
Address: _____ Phone: _____
4. Name: _____ Professional or personal relationship: _____
Position Title: _____ Company: _____
Address: _____ Phone: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. The East Syracuse Minoa Central School District will consider applicants for employment without regard to race, color, religion, age, gender sexual orientation, marital status, disability, veteran status or any other legally protected status.

Please mail all three pages of this completed application to:

**Office of Human Resources
East Syracuse Minoa CSD
407 Fremont Road
East Syracuse, NY 13057**

APPLICANT STATESMENT AND INVESTIGATION RELEASE

PLEASE READ BEFORE SIGNING

I hereby give my consent for any educational institution I have attended to release any requested in connection with this background investigation. According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any such educational institution. I waive _____/do not waive _____ (initial only one) my right to see any written reference or other information provided by any educational institution.

I certify that answers given herein are true, accurate and complete to the best of my knowledge. I understand that, if employed, any false or misleading information given in my application or interview(s) may result in disqualification from consideration for employment or my discharge if employed. I hereby authorize any individual, company, or institution with whom I have been associated to furnish the East Syracuse Minoa Central School District with any information concerning my employment or background. I, also, hereby release any such individual, company or institution, as well as the East Syracuse Minoa Central School District, from any claims associated with gathering or providing information regarding my prior employment history or background.

Applicant's Name

Date