

SOUTH COLONIE CENTRAL SCHOOL DISTRICT
102 Loralee Drive
Albany, New York 12205
(518) 869-3576

CLERICAL APPLICATION

Date _____ Social Security # _____ (Optional)

Name _____

Address _____

Home Phone _____ Daytime Phone _____

Are you a Veteran? Yes No

Are you a volunteer Fire Fighter? Yes No

Have you previously worked for the South Colonie Central School District? Yes No

If yes, please state your name at that time, year(s) worked and position held:

Are you a member of the NYS and Local Employees' Retirement System?

Yes No If yes, please indicate retirement number: _____

Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please explain.

A conviction will not necessarily be a bar to employment. _____

Available to work on the following basis: Substitute _____

(Note: This application is for substitute work only. If you are interested in a full time position, you may contact Albany County Civil Service at 447-7770 for information regarding Civil Service examinations.)

1. **Locations:** Please indicate the building(s) in which you are willing to work:

CCHS ___ Lisha Kill ___ Sand Creek ___ Shaker Road ___ Saddlewood ___

Veeder ___ Forest Park ___ Roessleville ___ Bus Garage ___ District Office ___

2. **Requirements:** A typing test is required for substitute clerical positions. Substitutes must type 35 words per minute. Please contact the Personnel Office for an appointment to take a typing test.

Typing WPM _____

3. Educational Background:

	Name and Address of School	Course of Study	No. of Years Completed	Graduated (check one)
High School			1 2 3 4	Yes No
College			1 2 3 4	Yes No
Graduate/ Professional				Yes No
Other (Specify)				Yes No

4. Employment Record: Please list your current employer (if any), and two previous employers, dates worked and address with telephone numbers.

Current Employer: _____

Address _____ Telephone _____

Previous Employer: _____

Address _____ Telephone _____

Previous Employer: _____

Address _____ Telephone _____

5. References: Please list three references with telephone numbers
(Note: Persons named cannot be relatives)

1. _____

2. _____

3. _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ **Date:** _____

South Colonie does not discriminate on the basis of gender, race, color, national origin, handicap or age. Inquiries concerning this policy of equal opportunity should be made to the Title IX and Section 504 Coordinator, Mr. David D. Seaver at the District Office, 102 Lorelee Drive, Albany, NY 12205(518) 869-3576. The selected applicant will be subject to a fingerprinting supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001. A fee of \$94.25 is required for fingerprinting and after working for 30 days, will be reimbursed at 80%.