

**APPLICATION FOR NON-INSTRUCTIONAL POSITION  
PARISHVILLE-HOPKINTON CENTRAL SCHOOL**

**PLEASE SEND A COMPLETED APPLICATION FORM AND  
ALL SUPPORTING MATERIAL TO:**



**Superintendent of Schools  
Parishville-Hopkinton Central School  
P.O. Box 187  
Parishville, New York 13672**



**SECTION I – PERSONAL INFORMATION**

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ S.S. #: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_ CURRENT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES?  YES  NO

**EDUCATION:**

School Name & Address	Dates Attended	Date Graduated

**EXPERIENCE (most recent first):**

Employer Name & Address	Telephone	Position	Supervisor	Dates

**SKILLS (as related to this job. Ex. clerical, cooking, cleaning, keyboarding, carpentry, plumbing, mechanical, electrical, masonry, construction, et cetera):**

Special Background, Skills or Training	How Did You Acquire These Skills?

**REFERENCES:**

Name	Address	Position	Telephone

DATE YOU COULD BEGIN WORK: \_\_\_\_\_

HAVE YOU EVER BEEN DISMISSED, RESIGNED FROM, ENTERED INTO A SETTLEMENT AGREEMENT, OR OTHERWISE LEFT EMPLOYMENT TO AVOID INVESTIGATION AND/OR DISMISSAL FOR ALLEGED MISCONDUCT?  YES  NO

IF YES, PLEASE EXPLAIN THE CIRCUMSTANCES: \_\_\_\_\_

ARE YOU PRESENTLY THE SUBJECT OF ANY CRIMINAL PROCEEDING NOT YET DISPOSED OF? IF YES, PLEASE EXPLAIN: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR A FELONY) OTHER THAN MINOR TRAFFIC VIOLATIONS?  YES  NO

IF YES, PLEASE SUBMIT A COPY OF THE COURT RECORD(S) INCLUDING DISPOSITION OF CASE

**IF YOU ARE APPLYING FOR A JOB OTHER THAN BUS DRIVER, YOU MAY DISREGARD SECTION II AND GO DIRECTLY TO SECTION III - CERTIFICATION AND AGREEMENT.**

**IF YOU ARE APPLYING FOR A POSITION OF BUS DRIVER OR A POSITION THAT INCLUDES BUS DRIVING IN THE TITLE OR JOB DESCRIPTION, YOU MUST COMPLETE SECTION II – BUS DRIVER INFORMATION AND SECTION III – CERTIFICATION AND AGREEMENT IN ADDITION TO SECTION I OF THIS APPLICATION.**

**SECTION II – BUS DRIVER INFORMATION**

CLASS OF DRIVER'S LICENSE: \_\_\_\_\_

HOW MANY YEARS HAVE YOU DRIVEN? \_\_\_\_\_

MOTORIST ID. NO.: \_\_\_\_\_

EXPIRATION DATE OF SUCH LICENSE: \_\_\_\_\_

STATE OF ISSUANCE: \_\_\_\_\_

HAVE YOU EVER HAD AN ACCIDENT WHILE DRIVING THE PAST FIVE YEARS WHICH RESULTED IN INJURIES TO YOURSELF OR OTHERS?  YES  NO

IF YES, DESCRIBE EXTENT OF ACCIDENT OR ACCIDENTS: \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF MOVING TRAFFIC VIOLATIONS (reckless driving, speeding, et cetera) OR OF ANY CRIMINAL ACT DURING THE PAST THREE (3) YEARS? \_\_\_\_\_

IF YES, PLEASE PROVIDE INFORMATION BELOW:

Date	Charge	Court and Location

ACTIVE DRIVING EXPERIENCE: \_\_\_\_\_ YEARS

PASSENGER BUS OR HEAVY TRUCK DRIVING EXPERIENCE: \_\_\_\_\_ YEARS

LIGHT TRUCK OR STATION WAGON DRIVING EXPERIENCE: \_\_\_\_\_ YEARS

HAVE YOU EVER HAD ANY CONVULSIONS OR PERIODS OF UNCONSCIOUSNESS? \_\_\_\_\_

HAVE YOU EVER ATTENDED A BUS DRIVER TRAINING COURSE OR OTHER SUCH COURSES?  YES  NO

IF YES, GIVE DATE, PLACE, AND DURATION OF EACH KIND OF COURSE: \_\_\_\_\_

DID YOU RECEIVE A CERTIFICATE?  YES  NO (PLEASE ATTACH COPIES)

**\*\*\*PLEASE ATTACH AT LEAST THREE (3) STATEMENTS FROM THREE (3) DIFFERENT PERSONS WHO ARE NOT RELATED TO YOU EITHER BY BLOOD OR MARRIAGE PERTAINING TO YOUR MORAL CHARACTER AND RELIABILITY.**

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THE PARISHVILLE-HOPKINTON CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY SCHOOL DISTRICT/EMPLOYER WHICH DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, MARITAL STATUS, OR ANY OTHER REASON PROHIBITED BY STATE OR FEDERAL LAW IN THE EMPLOYMENT, WORKING CONDITIONS, AND EDUCATIONAL OPPORTUNITIES OF APPLICANTS, EMPLOYEES, AND STUDENTS.  
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### SECTION III – CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY

I HEREBY CERTIFY THAT THE FACTS SET FORTH IN THE ABOVE EMPLOYMENT APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL. YOU ARE HEREBY AUTHORIZED TO MAKE ANY INQUIRY OF MY PERSONAL HISTORY THROUGH ANY INVESTIGATIVE AGENCIES OR BUREAUS OF YOUR CHOICE.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NOTE: NEW YORK STATE REQUIRES ALL APPLICANTS HIRED AFTER JULY 1, 2001, TO BE FINGERPRINTED. EMPLOYMENT IS CONTINGENT UPON THE RESULTS OF THIS PROCESS.