

Application for Non-Teaching Professional

MADRID-WADDINGTON CENTRAL SCHOOL

P.O. Box 67, 2582 State Highway 345

Madrid, New York 13660

315-322-5746, Ext. 35221

- 1. Complete this application form and forward it to the Superintendent's Office
2. Include a resume with your cover letter and two letters of recommendation with this application.
3. Include copies of license or certification(s).
4. Request official copies of college transcripts be forwarded as soon as possible.

I. BACKGROUND INFORMATION

[Empty box for name information]

(Last Name) (First Name) (Middle)

[Empty box for address information]

(Home Address) (State) (Zip) (Telephone Number)

Email address: _____

U.S. Citizen: Yes / No Social Security Number _____ - _____ - _____

Have you completed the Fingerprint Clearance process with NYS Education Department? Yes / No

Are you a member of the NYS Teachers' Retirement System? Yes/No If yes, provide # _____

Member of NYS Employees Retirement System Yes/No If yes, provide # _____

Have you been a member of the Armed Forces of the United States? Yes _____ No _____

Branch _____ Date of Service _____

Would you wish to have your application shared with other employers? Yes _____ No _____

II. EDUCATIONAL BACKGROUND Undergrad/Graduate: Please list all secondary schools, colleges, and Universities attended as undergrad/graduate.

Table with 4 columns: School/College/University, Location, Dates Attended (From/To), Degree (If Any). Includes three empty rows for data entry.

Please list your undergrad/graduate college extracurricular activities: _____

[Empty line for extracurricular activities]

III. Certification or Licenses: (please describe)

Certification: _____

License: _____

IV. RECORD OF EMPLOYMENT. Please give names of employers, addresses, telephone numbers, dates of employment, and title or position while you were there. Please list most recent position first. Do not include part time or summer employment unless you consider it significant. It is important that this record of employment account for all substantial periods of time.

<u>Position</u>	<u>Dates of Employment</u>	<u>Employer</u>	<u>Employer's Address</u>	<u>Telephone Number</u>
-----------------	--------------------------------	-----------------	-------------------------------	-----------------------------

V. On an attached sheet, please give a candid description of yourself, stressing those personal qualities, assets, and abilities, which you feel characterize your work in your present position. This will also apply if you are currently a student. Please describe any experiences which you feel have significantly contributed to your abilities for the position you are seeking and any matter, other than the items of information already requested, which you believe will be of significant value to us.

VI. Please list any personal or professional characteristics and features about you, not already included on this application, that you feel are important and that represent you beneficially on this application.

VII. REFERENCES. Please list the names, addresses, and telephone numbers of three people (not relatives) whom we may contact regarding your abilities and your work. Also, please attach to this application two letters of recommendation from two other references not listed below.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>		<u>Nature of Association</u>
		<u>Work</u>	<u>Home</u>	

VIII. INFORMATION FOR THE APPLICANT: *Your Application:* We appreciate the time and interest you have taken making this application to Madrid-Waddington Central School District. If you have other questions concerning employment in Madrid-Waddington Central School District or the community itself, we will make every effort to answer them for you.

IX. Madrid-Waddington Central School is an Equal Opportunity Employer. Mr. Eric Burke is the Compliance Officer for Title IX. Any inquiries regarding compliance with Title IX should be directed to the Compliance Officer, Madrid-Waddington Central School, PO Box 67, Madrid, New York 13660 (315-322-5746), or through the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. I understand, should I be employed by the Madrid-Waddington Central School District either on a permanent or substitute basis, that I will be informed of my rights to join the New York State Retirement System. I authorize the Madrid-Waddington Central School District to investigate all statements in this application and to secure all appropriate information from all my employers, references, academic institutions, and from governmental departments and agencies. I do hereby authorize such employers, references, academic institutions, and governmental departments and agencies to release such information and I do hereby release all of those employers, references, academic institutions, and the Madrid-Waddington Central School District from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Madrid-Waddington Central School District.

DATE

SIGNATURE

Do not write below this line

Application received:

Comments/Notes: _____