

ACTIVITIES

Activities in High School, College, and Community: _____

Awards, Honors, and Recognition: _____

EMPLOYMENT EXPERIENCE

List most recent experience first - List all prior employers - Use additional sheet if needed

NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME TITLE & TELEPHONE NO.	FROM		TO		REASONS FOR LEAVING
		Mo.	Yr.	Mo.	Yr.	
		<input type="checkbox"/> DO NOT CONTACT				
		ANNUAL SALARY				
DESCRIBE IN DETAIL THE WORK YOU DID _____						
		<input type="checkbox"/> DO NOT CONTACT				
		ANNUAL SALARY				
DESCRIBE IN DETAIL THE WORK YOU DID _____						
		<input type="checkbox"/> DO NOT CONTACT				
		ANNUAL SALARY				
DESCRIBE IN DETAIL THE WORK YOU DID _____						
		<input type="checkbox"/> DO NOT CONTACT				
		ANNUAL SALARY				
DESCRIBE IN DETAIL THE WORK YOU DID _____						

Please fill out additional information for the particular type of position for which you are applying.

Indicate experiences that qualify you for working with students in a supervisory or instructional setting. _____

Are you interested in substitute work in this area? Yes No

CLERICAL

Your average typing speed is _____ W.P.M.? Do you have computer experience? Yes No

If yes, what software do you have experience with? _____

Do you have a preference or background for working in purchasing, accounts payable or payroll? Yes No

If yes, please explain: _____

Have you taken any Civil Service Examinations for clerical positions? Yes No When? _____

Examination Title(s) _____ Scores _____

Are you interested in substitute work in this area? Yes No

CUSTODIAL or CAFETERIA

Have you had experience or training in this area? Yes No If yes, explain: _____

Have you ever supervised others in an institutional setting? Yes No If yes, please explain: _____

Have you ever taken any Civil Service Examinations for this position? Yes No If yes, when? _____

Where? _____ Title(s) _____ Score(s) _____

Are you interested in substitute work in this area? Yes No

MAINTENANCE

Job titles in this area are: Laborer, Groundskeeper, Motor Vehicle Operator, General Mechanic, Carpenter, Electrical, Plumber, etc.

Indicate experience or training that qualifies you for your area of preference: _____

TRANSPORTATION

Answer the following if applying for regular or substitute Bus Driver:

Class of Driver's License _____ Expiration Date _____ Are you over age 21? _____

Motorist Identification _____ State of Issuance _____
 Attach to this application form at least three (3) letters of reference from persons who are not related to you either by blood or marriage pertaining to your moral character and reliability. List their names and addresses below. (This is a State Education Department requirement).

Have you ever had an accident while driving which resulted in injuries to yourself or others? Yes No If yes, describe in detail: _____

Have you been convicted of moving traffic violations (reckless driving, speeding, etc.) or with any criminal act? Yes No

DATE	CHARGE	DISPOSITION	COURT & LOCATION
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Active driving experience: School Bus _____ years; Passenger Bus or Heavy Truck _____ years; Light Truck or Station Wagon _____ Years

If you are interested in automotive mechanics or body work, please indicate experience or training that qualifies you for these areas:

I have reviewed the above application, the three letters of reference and the report of the physician pertaining to the above named applicant for the position of Bus Driver for the year 20____ - 20____ for the Southern Cayuga Central School District. I hereby recommend his/her employment.

Date

Supervisor of Transportation

REFERENCES

Give the names of three references who have closely observed your work as an employee or student. Recommendations by present and former supervisors, and school personnel are preferred.

Please Print	1	2	3
Name			
Address and Zip Code			
Telephone			

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I waive my right of access to any information submitted by these references. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal if employed, regardless of when discovered. I hereby authorize you to make any investigation of my personal history.

Dated _____ 2 _____ Signature of Applicant _____

If you knowingly make a false statement in this application, you commit a misdemeanor.

NON-DISCRIMINATION POLICY The Southern Cayuga Central School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies and grievances: Martha Stevermer, Business Administrator, for employees; and Patricia Hamlin, School Psychologist, for students.