



**EDWARDS-KNOX CENTRAL SCHOOL  
NON-INSTRUCTIONAL APPLICATION FORM**

For Office Use Only Approved _____
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Position Applying For:

Cafeteria       Cleaner       Clerical       Bus Driver  
 Custodial       Tax Collector       Teacher Aide       Mechanic  
 LPN/Aide       Bus Monitor       Teacher Assistant

**PERSONAL**

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_ Social Sec. # \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Would you work full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Substitute? \_\_\_\_\_

Are you a member of the New York State Retirement System? \_\_\_\_\_

Retirement # \_\_\_\_\_ Were you previously employed by us? \_\_\_\_\_

Bus Driver Applicants: Class of License \_\_\_\_\_ License # \_\_\_\_\_

Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_ Expiration \_\_\_\_\_

NYS Assessment of Teaching Assistant: Total Score \_\_\_\_\_ Status \_\_\_\_\_

Have you ever been convicted of a crime? If yes, describe in full \_\_\_\_\_

If your application is considered favorable, what date would you be able to start work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the school? \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Occupation	Address	Phone #

**RECORD OF EDUCATION**

High School Attended \_\_\_\_\_ Address \_\_\_\_\_

Course of Study \_\_\_\_\_ Years Attended \_\_\_\_\_ Last Grade Completed \_\_\_\_\_

Did you graduate \_\_\_\_\_ Year? \_\_\_\_\_ Other Education \_\_\_\_\_

# MILITARY SERVICE RECORD

What is your present Selective Service Classification? \_\_\_\_\_

What branch of the U.S. Armed Forces were you in? \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

List of duties in the Service, including special training: \_\_\_\_\_

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## WORK EXPERIENCE

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH THE MOST RECENT

\_\_\_\_\_

\_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

I understand, should I be hired by the Edwards-Knox 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.

The facts set forth above in my application are true and complete to the best of my knowledge. In addition, I authorize the Edwards-Knox Central School District to investigate all statements in this application and to secure all appropriate information from all my employers, references, academic institutions and governmental departments and agencies. I do hereby authorize such employers, references, academic institutions and agencies to release such information and I do hereby release all of those employers, references, academic institutions and the Edwards-Knox 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 Edwards-Knox Central School District.

Signature of Applicant: \_\_\_\_\_

Please complete this form, attaching two reference letters and return it to:

Dr. William Cartwright  
Superintendent of Schools  
Edwards-Knox Central School  
P.O. Box 630  
Russell, New York 13684

This applications will be held on file for the school year in which you apply.

Edwards-Knox Central School is an Equal Opportunity Employer. William Cartwright is the Compliance Officer for Title IX. Any inquiries regarding compliance with Title IX should be directed to the Compliance Officer at the address listed above, telephone (315)562-8326, or through the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.