



**Elmira City School District**  
*"Preparing Students for the Future"*

**APPLICATION FOR EMPLOYMENT**

<b>NAME</b>				
<b>Last:</b>	<b>First:</b>	<b>M.I.:</b>	<b>Maiden:</b>	
<b>ADDRESS</b>				
<b>Street or P.O. Box:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Phone:</b>		<b>Cell Phone:</b>	<b>Email address:</b>	

**POSITION APPLYING FOR:** (check all that apply)

<input type="checkbox"/> Bus Attendant	<input type="checkbox"/> Bus Driver Trainee	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Clerical	<input type="checkbox"/> Custodial
<input type="checkbox"/> Food Service	<input type="checkbox"/> Nursing	<input type="checkbox"/> School Monitor	<input type="checkbox"/> Teacher Aide	
<input type="checkbox"/> Sub Bus Attendant	<input type="checkbox"/> Sub Bus Driver	<input type="checkbox"/> Sub Clerical	<input type="checkbox"/> Sub Custodial	<input type="checkbox"/> Sub Food Service
<input type="checkbox"/> Sub Teacher Aide				
<input type="checkbox"/> <b>CURRENT EMPLOYEE</b> - Please check transfer or promotion and position/building. Sign the back and submit to Personnel.				
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> PROMOTION	Position/Building:		

**EDUCATION:**

Type of School	Name & Address of School	From – To (Mo. & Yr.)	Degree Program	Degree Awarded
High School or GED				GED#
College/Graduate School or other Education				

**WORK EXPERIENCE:** Complete all information required.

<b>Length of Employment</b>	<b>Employer</b>	<b>Phone</b>
<b>From: To:</b>		
<b>Job Title:</b>		<b>Type of Business:</b>
<b>Name &amp; Title of Supervisor:</b>		<b>Reason for Leaving:</b>
<b>Job Duties:</b>		
<b>Length of Employment</b>	<b>Employer</b>	<b>Phone</b>
<b>From: To:</b>		
<b>Job Title:</b>		<b>Type of Business:</b>
<b>Name &amp; Title of Supervisor:</b>		<b>Reason for Leaving:</b>
<b>Job Duties:</b>		

**REFERENCES:** (List the names of three (3) individuals familiar with your abilities.)

NAME	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

IT IS THE POLICY OF THE ELMIRA CITY SCHOOL DISTRICT TO PROVIDE FOR AND PROMOTE THE EQUAL OPPORTUNITY OF EMPLOYMENT, COMPENSATION, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS OR CRIMINAL RECORD.

**INDICATE YOUR ANSWER BY PLACING AN "X" IN THE APPROPRIATE SPACE:**

**YES      NO**

A. Have you ever been convicted of any crime (felony or misdemeanor)?

\* \_\_\_\_\_

**\*If yes, please give a full explanation.**

If you answered "yes" you will not necessarily be disqualified. Each case is evaluated on an individual basis in relation to the duties and responsibilities of the position for which you have applied. Omit parking or speeding violations assigned a fee of \$50.00 or less and any other offense adjudicated in Juvenile Court or under a Youthful Offender Law.

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**STATEMENT:** I declare that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements made on this application or in interviews will result in immediate rejection or discharge from employment. I authorize the Elmira City School District to contact schools/college and former employers cited in the statement contained in this application for employment as may be necessary in arriving at an employment decision. I understand the acceptance of this application for employment by the Elmira City School District does not constitute or imply a commitment or willingness to offer employment to me in this or any other position. When required, I agree to take a drug screen testing and comply with fingerprinting and authorize the release of these confidential test results to the Elmira City School District.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Mail to:** Elmira City School District \* 951 Hoffman Street \* Elmira, NY 14905 or **Fax to:** 607-735-3009

