

# WEBUTUCK CENTRAL SCHOOL DISTRICT

**An Equal Opportunity Employer**

**Non-Teaching Application**

Position applied for: \_\_\_\_\_

Return Application to: Webutuck Central School

194 Haight Road, P.O. Box 405, Amenia, New York 12501

## PERSONAL

Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Social Security No. \_\_\_\_\_

## MILITARY SERVICE

Branch

Duties & Assignments

Date

## EDUCATIONAL EXPERIENCE

Name & Location of School

Date Graduated

High School \_\_\_\_\_

College \_\_\_\_\_

Special Training \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Name & Address of Employer \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor \_\_\_\_\_ Employment Dates \_\_\_\_\_

Summarize special skills or qualifications you have gained from employment or other experiences:

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Do you have a valid license to operate a motor vehicle? \_\_\_\_\_ State \_\_\_\_\_

License Classification \_\_\_\_\_ Motorist Identification # \_\_\_\_\_

List titles of current Civil Service test lists, if any \_\_\_\_\_

List three references who have known you personally for at least six years.

Name

Address

Phone

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please place an asterisk by references that should be contacted only with your consent.

APPLICANT'S STATEMENT I hereby certify that the statements made in this application are accurate to the best of my knowledge. Falsification of any information may lead to dismissal from this position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Webutuck Central School District does not discriminate on the basis of sex, disability, race, religion, national origin, age or marital status. This policy of nondiscrimination applies to the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings, and student activities.

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### FOR ADMINISTRATIVE USE ONLY

Interviewed by \_\_\_\_\_

References Contacted/Reviewed: Yes \_\_\_\_\_ No \_\_\_\_\_

Board Meeting Appointment Date \_\_\_\_\_

Appointed Position \_\_\_\_\_

Probationary Appointment Period \_\_\_\_\_

Step and Salary \_\_\_\_\_

Appointment Notice Rendered \_\_\_\_\_

PERSONNEL

PERSONNEL FILES

REGULATION# A408

## REFERENCE LOG FORM

This form must be completed before a recommendation can be made to the Superintendent to hire a candidate for a certificated position within the Webutuck School District.

Candidate's Name \_\_\_\_\_

Position for which the Candidate is Applying \_\_\_\_\_

WSD Administrator Contacting References \_\_\_\_\_

Reference's Name

Reference's Employer

Date

Reference's Name

Reference's Employer

Date

This form will be placed in the personnel file of all certificated candidates who are successful in obtaining employment with the Webutuck School District. Any written record of the contents of the reference conversations should be kept in a separate location (and not on this form).