

# CAIRO-DURHAM CENTRAL SCHOOL

P.O. Box 780 Cairo, NY 12413

Application For Employment

Answer all questions carefully in ink or typewriter.

**\*Incomplete applications will not be processed.**

## I AM APPLYING FOR A POSITION AS:

Certified Teaching Assistant \_\_\_\_\_ Teacher Aide \_\_\_\_\_ Office Staff \_\_\_\_\_ Custodial \_\_\_\_\_ Other \_\_\_\_\_

Name: (Please Print) \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City/Town State Zip

Day Time Phone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Evening Phone No. \_\_\_\_\_

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\*Have you ever been dismissed from public service? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Do you currently use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Is there any reason why the applicant cannot perform the essential functions of the position with or without a reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If you answered Yes to any of the above questions, please state details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Are you a citizen of the United States? If not a citizen of the United States, do you intend to become a citizen of the United States? If you are not a United States Citizen, have you the legal right to remain permanently in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Have you ever applied to this district before? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

**EDUCATION**

Name/Location of School

Degree Attained

High School

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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College

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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Trade/Business  
School

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State name and address of current employer: \_\_\_\_\_

\_\_\_\_\_

May we contact your present employer?

\_\_\_\_\_

Phone

\_\_\_\_\_

THE CAIRO-DURHAM CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY SCHOOL DISTRICT/EMPLOYER WHICH DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, MARITAL STATUS, OR ANY OTHER REASON PROHIBITED BY STATE OR FEDERAL LAW IN THE EMPLOYMENT, WORKING CONDITIONS AND EDUCATION OPPORTUNITIES OF APPLICANTS, EMPLOYEES AND STUDENTS.

**FORMER EMPLOYERS:** (List recent employers below), if you need additional space, please attach a separate page. **Complete mailing address and phone must be listed.**

<u>Date, Month &amp; Year</u>	<u>Name/Address/Phone of Employer</u>	<u>Reason for Leaving</u>
From _____ To _____	Name _____ Address _____ _____ Phone _____	_____
From _____ To _____	Name _____ Address _____ _____ Phone _____	_____
From _____ To _____	Name _____ Address _____ _____ Phone _____	_____
From _____ To _____	Name _____ Address _____ _____ Phone _____	_____
From _____ To _____	Name _____ Address _____ _____ Phone _____	_____

**REFERENCES:** List below the names of five persons *not related to you*, whom you have known at least one year.

<u>Name</u>	<u>Complete Mailing Address</u>	<u>Phone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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I authorize investigation of all statements contained in this application. I understand that misrepresentations or omissions of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time.

I attest, under penalty of perjury, that I have truthfully answered all of the foregoing questions to the best of my knowledge. I understand that rendering any false information on this application may lead to criminal proceedings against me. I further understand that rendering any false information on this application may, in the event I am ultimately employed by the District, result in disciplinary action against me, with a penalty up to and including termination.

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

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DO NOT WRITE BELOW THIS LINE - DISTRICT USE ONLY

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Recommended for employment? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Administrator/Supervisor