



50 Cypress Drive
Glenville, New York 12302
(518)399-9141 x5035
Email: hr@bhbl.org

SUPPORT STAFF APPLICATION FOR EMPLOYMENT

The Burnt Hills-Ballston Lake Central Schools does not discriminate on the basis of sex, race, national origin or handicap, in its employment or educational programs it operates, in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. All applicants will receive consideration on the basis of qualifications.

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED AND A SIGNATURE MUST APPEAR ON THE LAST PAGE. PLEASE DO NOT ALTER THE FORM, AS THIS APPLICATION BECOMES PART OF THE PERSONNEL FILE. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

Position(s) desired: _____, _____ Date: _____

(Check all that apply) Full Time Part Time Temporary Substitute

Last Name _____ First Name _____ Middle Name _____

Permanent Street Address: _____

City, State, Zip _____

Home Phone: (_____) _____ Business Phone: (_____) _____ May we call you at work? y n

Cell Phone: (_____) _____ Email: _____ Social Security # _____ - _____ - _____

When could you begin work? _____

EMPLOYMENT HISTORY

Please provide accurate and complete full and part time employment information. Start with your current or most recent employer. **This section is required and a resume may not substitute for this page. If you do not have current employment information, please also list any volunteer activities.**

Dates employed: From: Month____/year____ To: Month____/year____ FT _____ PT _____	Company	Job title	Salary
	Address	City	State Zip
Reason for seeking new employment: Are you eligible for rehire? ___y ___n	Supervisor's name		
	Title Phone ()		
	Briefly describe major duties and responsibilities:		
May we check references with the company listed above? ___y ___n If no, why not? _____			

Dates employed: From: Month____/year____ To: Month____/year____ FT _____ PT _____	Company	Job title	Salary
	Address	City	State Zip
Reason for seeking new employment: Are you eligible for rehire? ___y ___n	Supervisor's name		
	Title Phone ()		
	Briefly describe major duties and responsibilities:		
May we check references with the company listed above? ___y ___n If no, why not? _____			

Dates employed: From: Month ____/year ____ To: Month ____/year ____ FT ____ PT ____	Company	Job title	Salary
	Address	City	State Zip
Reason for seeking new employment: Are you eligible for rehire? ___y ___n	Supervisor's name	Title	Phone ()
	Briefly describe major duties and responsibilities:		
May we check references with the company listed above? ___y ___n If no, why not? _____			
Is this your complete employment history? ___y ___n (Add a separate sheet for additional employment history)			

EDUCATIONAL PREPARATION

Name of School	City/State	Graduated Y/N	Circle last year completed	Major/Minor	Degree/ Diploma
High School/GED			N/A		
Trade			N/A		
College-undergraduate			1 2 3 4		
College-Graduate			1 2 3 4		

OTHER INFORMATION

Have you ever been convicted of a crime in New York State, or elsewhere? n y If yes, give details _____

Have you been fingerprinted and/or received employment clearance from the NYS Education Dept? n y If yes, when? _____

Are you a veteran of the U.S. military service? n y
(Proof of eligibility will be required prior to beginning work)

Are you eligible to work in the U.S.? n y

If yes, which branch? _____

Are you a member of either of the following: n y

New York State Employee's Retirement System- if yes, provide: Number _____ Year joined _____

New York State Teacher's Retirement System- if yes provide: Number _____ Year joined _____

Have you ever received tenure as a Teacher Assistant in any school district or BOCES in New York State? If yes, where _____ what year? _____

Personal references:

Please list at least 2 personal references (Personal references may not be relatives or previous employers)

Name _____ Phone # _____
Address _____
Relationship: _____

Name _____ Phone # _____
Address _____
Relationship: _____

I certify that all information and responses I have provided in this application are true. I authorize Burnt Hills-Ballston Lake Central Schools to investigate all my responses herein for accuracy and completeness and I grant them my permission to investigate all prior employment and all professional, military, and education records. I understand that any false or misleading statements, or omissions made by me on this application will render it void, and may be sufficient grounds for my dismissal, regardless of when such false statements or omissions are discovered.

Signature _____ Date _____