



**Burnt Hills-Ballston Lake Central School District**  
**PO Box 1389**  
**Ballston Lake, NY 12019**  
**(518) 399-9141, ext. 85035**  
**Fax (518) 399-6937**

## **SUPPORT STAFF APPLICATION FOR EMPLOYMENT**

The Burnt Hills-Ballston Lake Central Schools do 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   Address   City   State   Zip   Supervisor's name   Title   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n	Job title   City   State   Zip   Title   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n	Salary   State   Zip   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n
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   Address   City   State   Zip   Supervisor's name   Title   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n	Job title   City   State   Zip   Title   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n	Salary   State   Zip   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n
May we check references with the company listed above? ___y ___n If no, why not? _____			

Dates employed: From: Month ____/year ____ To:	Company   Address   City   State   Zip   Supervisor's name   Title   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n	Job title   City   State   Zip   Title   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n	Salary   State   Zip   Phone (    )   Briefly describe major duties and responsibilities:   Are you eligible for rehire? ___y ___n
---	--	--	--

Month ____/year ____ FT ____ PT ____	Address	City	State	Zip
Reason for seeking new employment:	Supervisor's name	Title	Phone (    )	
	Briefly describe major duties and responsibilities:			
Are you eligible for rehire? __y __n				
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? \_\_\_\_\_

Have you ever worked for the Burnt hills-Ballston Lake School District? \_\_\_n\_\_\_y If yes, when? \_\_\_\_\_ in what position? \_\_\_\_\_

Are you eligible to work in the U.S.? \_\_\_n\_\_\_y  
(Proof of eligibility will be required prior to beginning work)

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 \_\_\_\_\_