

**DOVER UNION FREE SCHOOL DISTRICT
2368 ROUTE 22
DOVER PLAINS NY 12522
(845) 832-4549**

APPLICATION FOR NON-INSTRUCTIONAL EMPLOYMENT

POSITION APPLYING FOR _____

Name _____

Address _____ City _____ ST ____ ZIP _____

Physical Address if above is a PO Box _____

Home Phone _____ Message Phone _____

Are you legally eligible for employment in the United States of America? _____

If employed, you must provide proof of U.S. citizenship or eligibility for employment.

Please note: If you are not over the age of 18, you must provide valid working papers.

Referred by: _____ Home phone _____

Address _____ City _____ ST ____ ZIP _____

Education Record

High School _____ Grade Completed _____

Address _____ City _____ ST ____ ZIP _____

Degrees/Diplomas _____

College/University _____

Address _____ City _____ ST ____ ZIP _____

Trade or Technical Training School _____

Address _____ City _____ ST ____ ZIP _____

Course of Study _____

Dates attended _____ Diplomas/Degrees/Certificates _____

Employment Record

Please list employers starting with the most recent.

Employer _____ Supervisor _____
Address _____ Phone _____
Dates of employment _____ Title and duties _____

Starting Salary _____ Ending Salary _____
Reason for leaving _____

Employer _____ Supervisor _____
Address _____ Phone _____
Dates of employment _____ Title and duties _____

Starting Salary _____ Ending Salary _____
Reason for leaving _____

Employer _____ Supervisor _____
Address _____ Phone _____
Dates of employment _____ Title and duties _____

Starting Salary _____ Ending Salary _____
Reason for leaving _____

If you are currently employed, may the Dover Union Free School District contact your current employer to verify references? Yes No (please check one)

Personal data

Have you ever been convicted of a crime Yes No (please check one)

If so, please explain when, where and disposition of the offense:

(If you need additional space you may write on the back of this page.)

Names of relatives and or friends employed by the Dover Union Free School District

_____ Relationship _____

_____ Relationship _____

Please list two (2) Professional and two (2) Personal references, that are familiar with the quality of your work and or worked directly with you in the past two to five (2-5) years.

Professional references

Name _____ Telephone _____

Address _____ City _____ ST ___ ZIP _____

Name _____ Telephone _____

Address _____ City _____ ST ___ ZIP _____

Personal References

Name _____ Telephone _____

Address _____ City _____ ST ___ ZIP _____

Name _____ Telephone _____

Address _____ City _____ ST ___ ZIP _____

NOTICE

Please be advised that in compliance with the laws of New York State, under chapter 180 and 182 of the laws of 2001, and as an agency of the NYS Education Department, the Dover Union Free School District must fingerprint all prospective employees and forward the fingerprints to the NYS Education Dept. for a background check conducted by the NYS Div. of Criminal Justice Services and the F.B.I.. Prospective employees must pay an up-front fee of \$94.25 to have their fingerprints processed. You may use a credit card for paying this fee which is refundable in certain cases. Employment may only commence when the school district receives clearance for the NYS Education Dept.

I have read the above statement and understand that when offered a position with the Dover Union Free School District, I will be fingerprinted for the purposes of performing a background check and that clearance must be obtained from the NYS Education Dept. prior to commencing employment. I hereby certify that the information contained in this form is true and correct to the best of my knowledge. (NOTE: Falsifying information on an application for employment is grounds for dismissal.)

Signature Date