



**EAST GREENBUSH CENTRAL SCHOOL DISTRICT**  
**Administration Center – 29 Englewood Avenue**  
**East Greenbush, NY 12061**

**Application for Employment (Non-Instructional)**

Instructions: This application must be completed in full, even if you include a resume. Conditions of employment are stated at the end of this form. Please read carefully before you sign the application.

**\*Non-Instructional Position Applying For:** \_\_\_\_\_

\*If applying to substitute for the district, please check the areas in which you would like to substitute:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Aide                 | <input type="checkbox"/> Food Service Helper                          | <input type="checkbox"/> Maintenance Dept. |
| <input type="checkbox"/> Transportation Dept. | <input type="checkbox"/> Monitor (elementary schools)                 | <input type="checkbox"/> Registered Nurse  |
| <input type="checkbox"/> Typist               | <input type="checkbox"/> Senior Monitor (middle school & high school) |  |

Please indicate your availability:     Monday     Tuesday     Wednesday     Thursday     Friday  
 Morning     Afternoon     All Day

Available to work at:                 Bell Top     DPS                 Genet     Green Meadow     Red Mill  
 Goff Middle School                 Columbia High School

Personal Information	
First Name	Middle Initial                      Last Name
Present Address	Home Telephone Number
City State Zip Code	Length of residency in Rensselaer County
Email Address	**Would you like to have an EGCSd email account? <input type="checkbox"/> YES <input type="checkbox"/> NO

\*\*Applicable for full-time employees only.

Are you legally eligible to be employed in the United States?                       YES                       NO  
*(Proof of identity and eligibility will be required upon employment)*

Are you over the age of 18 years?                       YES                       NO  
*(If No, you will be asked to provide authorization to work)*

Have you been convicted of a felony or misdemeanor?                       YES                       NO  
*(If yes, please provide an explanation of the circumstances surrounding the conviction. A conviction will not necessarily result in denial of employment)*

Have you ever worked for the East Greenbush School District before?                       YES                       NO  
 If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

**Education**

Do you have a High School diploma or GED?

 YES NO

	Name and Location of School	# of Years Completed	Major/Minor	Diploma or Degree
College				
Graduate School				
Vocational or Trade School				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service that you would like considered in connection with your application for employment: \_\_\_\_\_

\_\_\_\_\_

**Employment History**

Start with your present or most recent position (attach additional sheet if necessary).

1. Name of Employer: \_\_\_\_\_ Title/Position Held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Salary or rate of pay: \_\_\_\_\_  
 May we contact this employer:  YES  NO

2. Name of Employer: \_\_\_\_\_ Title/Position Held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Salary or rate of pay: \_\_\_\_\_  
 May we contact this employer:  YES  NO

3. Name of Employer: \_\_\_\_\_ Title/Position Held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Salary or rate of pay: \_\_\_\_\_  
 May we contact this employer:  YES  NO

**Professional References**

Please list two **professional** references (Please ensure addresses are complete and accurate)

1. Name: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation. If hired, I agree to abide by all the district's rules and regulations. I further understand that no representation, whether oral or written by any representative or agent of the district, at any time, can constitute a contract of employment.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me:

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

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Martin Mahar, compliance officer/coordinator, at [MaharMa@egcsd.org](mailto:MaharMa@egcsd.org), 518-207-2526, 29 Englewood Avenue, East Greenbush, NY 12061. Inquiries concerning the application of the East Greenbush CSD non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).