



HADLEY-LUZERNE CENTRAL SCHOOL

APPLICATION FOR SUPPORT PERSONNEL



NAME _____

ADDRESS _____

CITY _____, NEW YORK ZIP _____

TELEPHONE NUMBER _____ BIRTHDATE _____

EMAIL ADDRESS: _____

US CITIZEN ____ YES ____ NO S.S. # _____

MOTORIST ID# _____ STATE _____

Application for the following positions: (check interested areas)

SECRETARY _____	MECHANIC _____
TEACHER'S AIDE _____	CAFETERIA _____
CUSTODIAN _____	BUS MONITOR _____
SCHOOL NURSE _____	INTERPRETER _____
OTHER _____	TEACHING ASSISTANT _____

Are you interested in being placed on a **substitute** list? YES ____ NO ____

Have you ever been convicted of a crime? If yes, explain?

PAST WORK EXPERIENCE – please list and if you wish attach a detailed resume.

Dates: From/To	Name/Location	Position Description	Supervisor

EDUCATION

Name/Location of School	Dates: Mo/Yr From/To	Area of Studies Major/Minor	Diploma/Degree	Date Granted
High School:				
College:				

CHARACTER REFERENCES

Please list at least three character references, (not related to you)

Name	Address	Telephone #

Numerous applications are received monthly for support personnel positions. All appointments are made by the Board of Education upon the recommendation of the Administration. Your application is placed on file and when a position becomes available all applications are reviewed. The most qualified person is given the job. The date of your application has no significance in relation to your selection. Your application will be kept on file for one year.

SAVE LEGISLATION

New York State has passed legislation that requires all new hires in a school district to be fingerprinted and undergo a background check before the start date of employment.

The Hadley-Luzerne Central School is an equal opportunity employer.
Non-Discrimination Notice:

“The Hadley-Luzerne Central School does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans’ status, political affiliation, domestic victim status, use of guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officer(s) will coordinate compliance with the nondiscrimination requirements or as otherwise decreed by Law, and is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973 the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law, accordingly, nothing in any application to this position should be viewed as expressing directly or indirectly any limitations, specifications, or discrimination in connection with those listed areas. The Compliance Officer for Title IX and Section 504 can be contacted at the CSE Office, HLCS, PO Box 200, 27 Hyland Drive, Lake Luzerne, NY 12846 phone (518) 696-2378. Complaints may also be filed with the Office for Civil Rights, New York Office, US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800.”

I hereby acknowledge that all the above information is factual and hereby give the Hadley-Luzerne Central School District the right to contact former employers and those listed as character references for recommendations. I fully understand the procedure used in selecting employees for support personnel positions.

Applicants Signature

Date

RETURN COMPLETED FORM TO:
Beecher Baker Sr., Superintendent of Schools
Hadley-Luzerne Central School District
PO Box 200
27 Hyland Drive
Lake Luzerne, NY 12846