



34 Moore Hill Road, Grahamsville, NY 12740 * Phone (845)985-2296 * Fax (845)985-0310 * <http://tvcs.k12.ny.us>

EMPLOYMENT APPLICATION

Applicable for general employment positions

Thank you for your interest in Tri-Valley Central School District. Please read the following instructions carefully. Your application will be considered when all necessary documents have been received. Please submit all parts of the application at the same time. Incomplete or partial applications will not be considered.

Items Required:

1. Completed employment application
2. Three current references listed on application
3. Copy of a current driver's license
4. Credentials pertinent to specialized jobs

Optional Items:

1. Resume and cover letter
2. Other references or documentation you would like considered

Please send all application materials to:

Mr. Thomas W. Palmer
Superintendent of Schools
Tri-Valley Central School
34 Moore Hill Road
Grahamsville, NY 12740

Once all application materials are received and reviewed and references are checked, you may be called for an interview. Following that personal interview, a recommendation for employment may be made by the Superintendent to the Board of Education pending background investigation. Once the applicant is approved for employment, they will be required to be fingerprinted and undergo a background investigation, as per state law. When clearance of these are received from the NYS Education Department, the applicant will be required to meet with the personnel department. After completing this process, employment may begin.



Tri-Valley Central School

34 Moore Hill Road
Grahamsville, NY 12740
Phone (845) 985-2296 Fax (845) 985-0310
An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Positions Including: Custodial, Maintenance, Kitchen, Bus Driver, Bus Monitor, Substitute

PERSONAL INFORMATION

Please Print or Type

Position Applied For: _____ Date of Application _____

Name _____
Last First Middle

Present Address _____
Street City State/Zip

Permanent Address _____
Street City State/Zip

Telephone (Home): _____ Cell Phone: _____

(Work): _____ E-Mail: _____

Please check all that apply.

Are you a citizen of the United States? ___ Yes ___ No

If not, do you hold a current visa entitling you to work in the United States? ___ Yes ___ No

Were you formerly employed by Tri-Valley School District? ___ Yes ___ No

If yes, please list dates of employment and job title _____

EDUCATIONAL HISTORY

High School or GED:

Name: _____ Location: _____ Diploma (Y/N) ____

College or University

Name: _____ Location: _____ Diploma (Y/N) ____

Major: _____ Minor: _____

Graduate

Name: _____ Location: _____ Diploma (Y/N) ____

Major: _____ Minor: _____

SPECIALIZED SKILLS, TRAINING, AND CERTIFICATIONS (please list)

WORK EXPERIENCE (please list most recent first)

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for Leaving: _____ Dates of Employment: _____

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for Leaving: _____ Dates of Employment: _____

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for Leaving: _____ Dates of Employment: _____

MILITARY SERVICE

Branch: _____ Rank: _____

Duties: _____

Dates of Service: _____ Discharge: _____

REFERENCES

Please list three individuals NOT related to you who have knowledge of your work performance.

Name: _____ Position _____

School/Company: _____ Address: _____

Phone (including area code) _____

Name: _____ Position _____

School/Company: _____ Address: _____

Phone (including area code) _____

Name: _____ Position _____

School/Company: _____ Address: _____

Phone (including area code) _____

BACKGROUND INFORMATION

Please check "yes" or "no".

A. Were you ever dismissed or discharged from any employment for reasons other than lack work or funds? Yes ___ No ___

B. Did you ever resign from any employment rather than face dismissal? Yes ___ No ___

C. Did you ever receive a discharge from the Armed Forces of the United States? Yes ___ No ___

D. Have you ever been convicted of any crime? (felony or misdemeanor) Yes ___ No ___

If Yes, please explain: _____

E. Have you ever forfeited posted bail bond to guarantee your appearance in court to answer charges? Yes ___ No ___

F. Have you ever had a teaching credential revoked, suspended, or annulled? Yes ___ No ___

G. Have you accepted first year employment at any other school district for this school year? Yes ___ No ___

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying

The Tri-Valley Central School District does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, gender or disability in its employment practices or on any other basis protected by law..

**THIS AFFIRMATION MUST BE COMPLETED.
ALL STATEMENTS ARE SUBJECT TO VERIFICATION.**

I affirm that the statements made on this application (including any attached papers) are true, accurate, and complete under the penalties of perjury. I consent to your contacting my previous employers, except as indicated. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

Signature of Applicant: _____ Date: _____

August 23, 2001

Board of Education
Tri-Valley Central School District
34 Moore Hill Road
Grahamsville, New York 12740

I, _____, to the best of my knowledge
[Applicant's Name]

(have, do not have) a pending criminal charge or criminal conviction
[Choose One]

in any jurisdiction inside or outside of New York State.

Signature: _____

Print Name: _____

Dated: _____