

34 Moore Hill Road, Grahamsville, NY 12740 * Phone (845)985-2296 * Fax (845)985-0310 * https://www.trivalleycsd.org

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

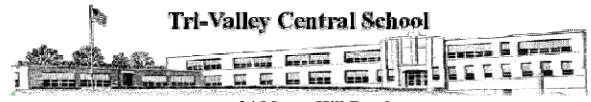
Optional Items:

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

Please send all application materials to:

William Silver Interim 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.



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 Appli	cation	
Name			· · · · · · · · · · · · · · · · · · ·		
Last	First	Middle			
Present Address					
	Street		City	State/Zip	
Permanent Address					
	Street		City	State/Zip	
Telephone (Home):		Co	ell Phone:		
(Work): _			E-Mail:		
Please check all that app	oly.				
Are you a citizen of the	United States	? Yes	_ No		
If not, do you hold a cur	rent visa enti	tling you to v	vork in the Uni	ted States?Yes _	No
Were you formerly emp	loyed by Tri-	Valley Schoo	l District?	Yes No	
If yes, please list dates of	f employment	and job title			

EDUCATIONAL HISTORY

High School or GED:

Name:		Location:	Diploma (Y/N)
College or Un	<u>niversity</u> :		
Name:		Location:	Diploma (Y/N)
	Major:	Minor:	
Graduate:			
Name:		Location:	Diploma (Y/N)
	Major:	Minor:	
SPEC	CIALIZED SKILL	S, TRAINING, AND CERTIF	FICATIONS (please list)

WORK EXPERIENCE (please list most recent first)

Position:	Employer:		
Address:	Supervisor:		
Reason for Leaving:	Dates of Employment:		
Position:			
Address:	Supervisor:		
Reason for Leaving:			
Position:			
Address:	Supervisor:		
Reason for Leaving:	Dates of Employment:		
MILITARY S	SERVICE		
Branch:	Rank:		
Duties:			
Dates of Service:	Discharge:		

REFERENCES

Please list three individuals NOT relate	ed 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?	YesNo
B. Did you ever resign from any employment rather than face dismissal?	YesNo
C. Did you ever receive a discharge from the Armed Forces of the United States?	YesNo
D. Have you ever been convicted of any crime? (felony or misdemeanor)	YesNo
If Yes, please explain:	
E. Have you ever forfeited posted bail bond to guarantee your appearance in court to answer charges?	YesNo

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	t :		Date:	
Board of Education Tri-Valley Central Sch 34 Moore Hill Road Grahamsville, New Yo				
I,[Applicant's N	, to the	e best of my knowledge		
(have, do not have) [Choose One]	a pending criminal	charge or criminal conviction	on	
in any jurisdiction insi-	de or outside of Nev	v York State.		
Signature:				
Print Name:				
Dated:				