

# Tri-Valley Central School District

## Employment Application

34 Moore Hill Road, Grahamsville, NY 12740 | Phone: (845) 985-2296 | <https://www.trivalleycsd.org>

### 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:

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.

## 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: \_\_\_\_\_ Email: \_\_\_\_\_

### Please check all that apply:

Are you a U.S. citizen? \_\_\_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.*

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## **Work experience (please list most recent first)**

### **Job No. 1**

Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

### **Job No. 2**

Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

### **Job No. 3**

Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

## **Military service**

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

Duties: \_\_\_\_\_

Date of service: \_\_\_\_\_ Discharge: \_\_\_\_\_

## References

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

### Reference No. 1

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School/company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

### Reference No. 2

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School/company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

### Reference No. 3

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School/company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

## Background information

Please check "yes" or "no."

- A. Were you every dismissed or discharged from any employment for reasons other than lack work or funds? (Y/N) \_\_\_\_\_
- B. Did you ever resign from any employment rather than face dismissal? (Y/N) \_\_\_\_\_
- C. Did you ever receive a discharge from the Armed Forces of the United States? (Y/N) \_\_\_\_\_
- D. Have you ever been convicted of any crime? (felony or misdemeanor) (Y/N) \_\_\_\_\_
  - a. If yes, please explain:

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- E. Have you ever forfeited posted bail bond to guarantee your appearance in court to answer charges? (Y/N) \_\_\_\_\_
- F. Have you ever had a teaching credential revoked, suspended, or annulled? (Y/N) \_\_\_\_\_
- G. Have you accepted first year employment at any other school district for this school year? (Y/N) \_\_\_\_\_

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: \_\_\_\_\_

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

I, \_\_\_\_\_ to the best of my knowledge (have, do not have) a pending criminal charge or  
Applicant's Name Choose One

criminal conviction in any jurisdiction inside or outside of New York State.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_