



**GENERAL BROWN CENTRAL SCHOOL  
DISTRICT OFFICE  
PO BOX 500  
DEXTER, NEW YORK 13634  
Phone (315) 779-2311 – Fax (315) 639-6916**

**APPLICATION FOR NON- INSTRUCTIONAL EMPLOYMENT**

TEACHER AIDE – SCHOOL NURSE – CAFETERIA WORKER - CUSTODIAL

***Please Print or Type***

Position Desired \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Other names, current or previous, under which you are or have been, employed \_\_\_\_\_

Present Address \_\_\_\_\_

No.

Street / PO Box

City

State

Zip Code

Permanent Address \_\_\_\_\_

No.

Street / PO Box

City

State

Zip Code

Home Telephone (\_\_\_\_) \_\_\_\_\_ Cell Telephone (\_\_\_\_) \_\_\_\_\_

E-Mail address (required) \_\_\_\_\_

**Personal Information**

Do you have any impairment, (physical, mental, or medical) which would interfere with your ability to perform the job for which you have applied? (Explain briefly) \_\_\_\_\_

Are there any positions or types of positions for which you should not be considered or job duties you cannot perform because of a physical, mental, or medical disability? (Please describe) \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain. \_\_\_\_\_

**Military Service**

Have you ever served in the armed forces? Yes \_\_\_\_ No \_\_\_\_ If yes, what branch? \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_  
Month Day Year Month Day Year

List duties in the service including special training \_\_\_\_\_

**Education (including High School)**

Name of Institution	Location	Major / Minor	Degree or Hours Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Work Experience**  
(list most recent employer first)

Place of Employment	Dates Employed	Position	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever worked for General Brown Central School before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, when? \_\_\_\_\_ Under what name? \_\_\_\_\_

**References**

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**New York State Employees' Retirement System**

If your employment is on a part-time, temporary or provisional basis, or less than 12 months per year, membership is optional.

1. Are you a member of the NYS Employee's Retirement System? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what is your number? \_\_\_\_\_  
You have the right to join the NYS retirement system.  
Do you wish to join? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been dismissed from a position or resigned to avoid dismissal? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

The facts set forth above in my application for employment are true. I understand that if employed, false statements on this application may be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

All school employees must submit fingerprints to New York State. If an unfavorable response is received from New York State, your position may be terminated.

Civil Rights Acts prohibit discrimination in employment because of sex, race, color, religion, national origin, or handicapping condition. Public Law 90-202 prohibits discrimination because of age. The laws of New York State and the policies of the General Brown Central School are in compliance with the federal laws.