

# HUNTINGTON UNION FREE SCHOOL DISTRICT

Huntington, N. Y. 11743

Phone: 631-673-2185 Fax: 631-427-6576

[www.hufsd.edu](http://www.hufsd.edu)

## Non-Instructional Application Form

Position(s) Applied for:  Full Time  Part Time

Clerical  Security  Maintenance/Custodial  Teacher Aide  Food Service  Other \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_  
*Last First Maiden*

Address: \_\_\_\_\_  
*Street City State Zip*

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

### Educational Background:

School	Name and Location	Course of Study	Graduate	Degree/Diploma
High School/GED			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational Training			<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Activities:

High School, College and Community activities: \_\_\_\_\_

Awards, Honors, Recognition: \_\_\_\_\_

### Please provide additional information regarding the position for which you are applying:

**Teacher Aide:** Indicate experiences that qualify you for working with children in a school setting:

\_\_\_\_\_

Are you interested in substitute work in this area?  Yes  No

**Food Service:** Have you ever had experience in preparing and serving food in an institutional setting? If yes, describe. \_\_\_\_\_

Are you interested in substitute work in this area?  Yes  No

**Clerical:** Your average typing speed \_\_\_\_\_ w.p.m. Do you know word processing?  Yes  No  
 If yes, what program(s): \_\_\_\_\_  
 Other computer programs with which you have worked: \_\_\_\_\_  
 Have you taken any Civil Service Examinations for clerical positions?  Yes  No  
 If yes, When: \_\_\_\_\_ Title: \_\_\_\_\_  
 Are you interested in substitute work in this area?  Yes  No

**Custodial/Maintenance/Grounds:** Have you had experience or training in this area?  Yes  No  
 If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 Have you taken any Civil Service Examinations for the above positions?  Yes  No  
 If yes, When: \_\_\_\_\_ Title: \_\_\_\_\_  
 Are you interested in substitute work in this area?  Yes  No

**Security:** Have you had experience or training as a security person?  Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 Have you taken any Civil Service Examinations for the above position?  Yes  No  
 Are you interested in substitute work in this area?  Yes  No  
 Do you hold a NYS Security Guard License?  Yes  No  
 If yes, License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Employment Experience:**

List most recent experience first. List all prior employers. Use additional sheet if necessary.

Name & Address of Employer	Supervisor's Name & Title	From		To		Reason for Leaving
		Mo.	Yr.	Mo.	Yr.	
	Phone ( )					

Your job title/responsibilities: \_\_\_\_\_

May we contact this employer:  Yes  No

Name & Address of Employer	Supervisor's Name & Title	From		To		Reason for Leaving
		Mo.	Yr.	Mo.	Yr.	
	Phone ( )					
Your job title/responsibilities:						
May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No						

Name & Address of Employer	Supervisor's Name & Title	From		To		Reason for Leaving
		Mo.	Yr.	Mo.	Yr.	
	Phone ( )					
Your job title/responsibilities:						
May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No						

**Please answer the following questions:**

1. Estimate your total absences from work for the past five years. \_\_\_\_\_
2. Have you ever been terminated, or asked to resign from a position?  Yes  No If yes, please explain on a separate sheet.
3. Can you perform the essential job functions and activities of the position for which you are applying, with or without accommodations?  Yes  No
4. Are you a veteran?  Yes  No If yes, provide dates of service: \_\_\_\_\_  
Did you receive an honorable discharge?  Yes  No
5. Are you a volunteer firefighter?  Yes  No If yes, provide dates of service and location of fire department: \_\_\_\_\_
6. Have you ever been convicted of a crime, excluding minor traffic violations?  Yes  No If yes, please explain on a separate sheet, citing date, offense and disposition of case.
7. Are you an active or retired member of the NYS Retirement system?  Yes  No # \_\_\_\_\_
8. Are you a US citizen?  Yes  No If not, are you legally eligible to work?  Yes  No
9. Have you been fingerprinted?  Yes  No If yes, where? \_\_\_\_\_ Date \_\_\_\_\_

**References:** Please list persons who can testify to your experience, character and workmanship.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

I hereby authorize the Huntington UFSD to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers, and educational institutions, personal references, professional references and other appropriate sources. I waive my right to access any information provided by any reference in the process of investigating my personal background and work record.

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

I certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal if employed, regardless of what or when discovered.

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

**Huntington UFSD Non-Discrimination Notice**

The Huntington UFSD does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, veteran status, disability or handicap. This policy on non-discrimination includes the recruitment, hiring and advancement of employees' salaries, pay and other benefits.

3/28/19

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