

# CHEEKTOWAGA CENTRAL SCHOOL DISTRICT

3600 UNION ROAD  
CHEEKTOWAGA, NY 14225

## APPLICATION FOR SUPPORT STAFF POSITION

Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_  
(Permanent) (Alternate) (Permanent e-mail address)

Are you a member of the New York State Employees' Retirement System?  Yes  No

If YES, your NYSERS Number \_\_\_\_\_

Date of Membership \_\_\_\_\_

Have your fingerprints previously been submitted to the NYS Education Department for a criminal history record check? If yes, attach a copy of your clearance.  Yes  No

### POSITION PREFERENCE

### Interested In (check all that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Clerical       | <input type="checkbox"/> Cleaner              | <input type="checkbox"/> Computer Aide     |
| <input type="checkbox"/> School Monitor | <input type="checkbox"/> Custodian            | <input type="checkbox"/> School Nurse (RN) |
| <input type="checkbox"/> Teacher Aide   | <input type="checkbox"/> Maintenance Mechanic |  |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Laborer              |  |
- Full Time     Part Time     Substitute

**Please return completed application to the Personnel Clerk at the address above.  
Please be advised that an incomplete application may not be considered.**

**PERSONAL BACKGROUND HISTORY**

	<b>YES</b>	<b>NO</b>
1. Have you ever pleaded guilty to or been convicted of a crime (misdemeanor or felony)? If YES, explain on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
2. Are any criminal charges or proceedings pending against you? If YES, explain on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a citizen of the United States of America?  If NO, do you have legal papers necessary to remain and work in the United States?	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
4. Are you now, or have you ever been affiliated with a group which advocated a belief in opposition to the Constitution of the United States of America?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever served in the Armed Forces of the United States?  If YES, did you receive a Dishonorable Discharge? (If YES, a Dishonorable Discharge is not an absolute bar to employment and other factors will affect a final decision.)	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
6. Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Were you previously employed by us? If YES, provide details including job title, date of employment and reason for leaving.	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever been dismissed, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct? If YES, explain on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever been the subject of a report of child abuse, maltreatment, or neglect? If YES, explain on a separate sheet.	<input type="checkbox"/>	<input type="checkbox"/>

**EDUCATION**

<b>SCHOOL ATTENDED and CITY/STATE</b>		
ELEMENTARY	CHECK LAST YEAR COMPLETED	DID YOU GRADUATE?
	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH SCHOOL	CHECK LAST YEAR COMPLETED	DID YOU GRADUATE?
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE	<u>MAJOR/MINOR</u>	<u>DEGREE EARNED</u>
GRADUATE SCHOOL	<u>MAJOR/MINOR</u>	<u>DEGREE EARNED</u>

**EMPLOYMENT** (LIST ALL EMPLOYERS BEGINNING WITH THE MOST RECENT FIRST)

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

NAME:	DATES FROM/TO:
ADDRESS:	NAME OF SUPERVISOR:
PHONE:	REASON FOR LEAVING:
DUTIES:	

**PERSONAL REFERENCES** (LIST INDIVIDUALS WHO WOULD BE WILLING TO PROVIDE CHARACTER REFERENCES, NOT FORMER EMPLOYERS OR RELATIVES)

NAME:	PHONE:
ADDRESS:	

NAME:	PHONE:
ADDRESS:	

NAME:	PHONE:
ADDRESS:	

I hereby certify that all my answers and factual representations set forth in this employment application, including all attachments hereto, are true and complete to the best of my knowledge. I understand that any omission or false statement made by me on this application or any of its attachments will be sufficient grounds for refusal to employ, or for my discharge should I become employed by the Cheektowaga Central School District.

I hereby authorize the release of any and all information related to my application for employment. I further authorize the District to conduct investigations of my background at any time. I understand and agree that such background investigations may seek information concerning, but not limited to, my character and reputation, criminal convictions, fingerprint clearances, driving record, status of certifications and licenses, and any and all information from former and current employers, educational institutions, and personal references. I also hereby release and hold harmless the District, and any person or entity that provides information in response to such an investigation, from any liability in connection with the use or exchange of information about me, arising from or related to any such background investigation.

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

\_\_\_\_\_  
*Date*

The Cheektowaga Central School District, Cheektowaga, New York, does not discriminate against any employee or applicant for employment in its programs or activities it operates on the basis of actual or perceived age, religion, natural origin, marital status, race, color, sex, sexual orientation, weight, ethnic group, religious practices, gender, veteran status, disability or handicap, or any other basis prohibited by State or Federal non-discrimination law. This policy of nondiscrimination includes the hiring and advancement of employees; salaries and other benefits; and the business activities of the Board of Education. Inquiries regarding Cheektowaga Central School District's non-discrimination policies and grievance procedures should be directed to Mr. Steven Wright ([swright@ccsd-k12.net](mailto:swright@ccsd-k12.net)) and Mrs. Gretchen Sukdolak ([gsukdola@ccsd-k12.net](mailto:gsukdola@ccsd-k12.net)), who may be contacted at 3600 Union Road, Cheektowaga, NY 14225; phone 716-686-3606. Inquiries concerning the application of Title IX may also be referred to the Assistant Secretary for Civil Rights at: [ocr@ed.gov](mailto:ocr@ed.gov).

***For District Use Only***

Appointment Date	Position	Salary	Comments