

Date: _____
Position(s) Applied For: _____

APPLICATION FOR NON-INSTRUCTIONAL EMPLOYMENT

Please complete all items on this application form.

NAME, MAILING ADDRESS AND PHONE (Please Print)

Last _____ First _____ MI _____

Street Address _____

City or Post Office: _____ State _____ Zip Code _____

Phone (Include Area Code): Home: () _____ Business: () _____

Social Security Number _____

Are you legally eligible for employment in the U.S.A.? _____

If your application is considered favorably, on which date will you be available for work? _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Year Completed				Did you graduate?	List diploma or degree?
High			1	2	3	4		
College			1	2	3	4		
Other Education (Technical schools, Special courses)			1	2	3	4		

If you have a high school equivalency diploma (GED), indicate: Authority and provide a copy.	Issuing Governmental	Number	Date of Issue
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LICENSES

If a license, certificate or other authorization to practice a trade or profession is listed as requirement on the announcement of the examination(s) for which you are applying, complete the following question. If not currently licensed, check this box: ☐

Name of Trade or Profession	License Number	Granted by (licensing agency)	City or State of
Specialty	Date License First Issued	Registered: From: (Mo./Yr.) To: (Mo./Yr.)	

If required for the position, do you have a valid license to operate a motor vehicle in New York State? ☐ Yes ☐ No

EMPLOYMENT HISTORY:

List below all present and past employment, beginning with your most recent:

Name and Address of Company and Type of Business	From	To	Describe the work you did	Reason for Leaving
	Weekly Last Salary			
	Name of Supervisor			
Telephone				
Name and Address of Company and Type of Business	From	T	Describe the work you did	Reason for Leaving
	Weekly Last Salary			
	Name of Supervisor			
Telephone				
Name and Address of Company and Type of Business	From	T	Describe the work you did	Reason for Leaving
	Weekly Last Salary			
	Name of Supervisor			
Telephone				
Name and Address of Company and Type of Business	From	T	Describe the work you did	Reason for Leaving
	Weekly Last Salary			
	Name of Supervisor			
Telephone				

Are there any other experiences, skills, or qualifications that you feel would especially fit you for work with our organization? _____

PERSONAL REFERENCES *(excluding former employers or relatives)*

Name and Address		Occupation	Telephone
1			H
			W
2			H
			W
3			H
			W

Have you ever been convicted of any violation of law, other than a minor traffic infraction?

_____ Yes _____ No

If yes, please explain:

OR Is there a charge currently pending? _____ Yes _____ No

If yes, please explain: _____

(A conviction or charge will not necessarily disqualify an applicant from employment.)

Attach a copy of your resume and any letters of recommendation you would like to submit as part of your Application for Employment.

Please read and sign below.

Applicant's Statement

- I authorize the Rome City School District, in making this application for employment, to make an investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*
- I understand that the Rome City School District will be making an extensive inquiry regarding my background experience and I hereby release from any liability anyone providing information regarding me (whether specified in my application or not). If requested, I will sign individual releases.*
- I further release the Rome City School District from any and all liability which may be incurred as a result of collecting such information.*
- I hereby certify that all the information contained on my employment application is true, accurate, and complete.*
- I understand that making false or materially misleading statements on the job application, resume, or in the job application process shall be considered sufficient cause for disqualification or dismissal.*

Signature of Applicant

Date



***Thank you for your interest in employment with the Rome City School District.
The Rome City School District is an equal opportunity employer.***

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status, or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discriminations to age, race, creed, color, national origin, sex, disability, marital status, or criminal record in connection with employment.

You may return this application form to:

Human Resources
Rome City School District
409 Bell Road Rome, New York 13440

FOR OFFICE USE ONLY:

Department Letter : _____
Date : _____
Job Title : _____
Date Effective : _____
Salary : _____
Appointing Officer : _____