



Windham-Ashland-Jewett Central School District

PO Box 429
5411 Main Street
Windham, New York 12496
(518) 734-3400
www.wajcs.org

Support Staff Employment Application

Date: _____

Name: _____

Address: _____

Home Phone Number: _____ Cell Phone Number: _____

POSITION DATA

Position/Type of work desired: _____

Date Available: _____

Grade level(s) desired: _____

How were you referred to WAJ? _____

Have you previously applied to WAJ? _____ YES _____ NO

If yes, when? _____

PERSONAL DATA

Are you authorized to work in the United States? _____ YES _____ NO

*Documents verifying your status will be required when you are employed under provisions of the Immigration Reform and Control Act of 1986.

Are you over the age of 18? _____ YES _____ NO

Are you classified as a veteran for employment purposes? _____ YES _____ NO

Have you ever been convicted of a felony? _____ YES _____ NO

Are you an active member of a volunteer fire department? _____ YES _____ NO

New York State Department of Education requires a fingerprint-supported criminal history background check for all prospective employees of school districts hired after 6/30/01 (Please check)

_____ Yes I have been fingerprinted. When? _____ Where? _____

_____ No, I have not been fingerprinted.

EDUCATIONAL BACKGROUND

Schools Attended	Name & Location	Major/Minor	Degree Earned	GPA
High School				
College/Technical Schools				

*If not graduated, explain why you left school. _____

SKILLS

Office machines operated? _____

Computer applications used? _____

Other skills? _____

ACTIVITIES (SCHOOL/COMMUNITY)

List membership(s) to any school/community organizations, including any offices held:

Organization	Office(s) Held

MILITARY SERVICE

If you have ever served in the military, please complete this section.

Branch	Active duty entry date	Discharge date	Training or Specialty

EMPLOYMENT HISTORY / REFERENCES

List your most recent employment first. WAJ contacts professional references only. Three references **MUST** be listed for BOE approval.

Employer's Name & Address	Title/Job Responsibilities	Date From	Date To	Reasons Left
Supervisor: Phone:	May we contact? ___ Yes ___ No	Salary Start _____ Final _____		Employer use only: REFERENCE:

EMPLOYMENT HISTORY / REFERENCES CONTINUED

Employer's Name & Address	Title/Job Responsibilities	Date From	Date To	Reasons Left
Supervisor: Phone:	May we contact? ___ Yes ___ No	Salary Start _____ Final _____		Employer use only: REFERENCE:

Employer's Name & Address	Title/Job Responsibilities	Date From	Date To	Reasons Left
Supervisor: Phone:	May we contact? ___ Yes ___ No	Salary Start _____ Final _____		Employer use only: REFERENCE:

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Employer's Name & Address	Title/Job Responsibilities	Date From	Date To	Reasons Left
Supervisor: Phone:	May we contact? ___ Yes ___ No	Salary Start _____ Final _____		Employer use only: REFERENCE:

PERSONAL INFORMATION

Tell us about yourself:

Is there anything else about you we should know that would enhance your candidacy? _____

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for subsequent dismissal from employment if I am hired.

The Commissioner of Education is required by law and regulation to request a fingerprint-supported criminal history record from the Division of Criminal Justice and the Federal Bureau of Investigation. Employment may be offered prior to receipt of fingerprint clearance. Continued employment is contingent upon clearance from the State Education Department.

Signature

Date

The Windham-Ashland-Jewett Central School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.