

Application for Employment

Hinsdale Central School

3701 Main Street

Hinsdale, NY 14743

Phone: 716-557-2227

www.Hinsdalebobcats.org

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For Date of Application

Last Name First Name Middle Name

Address Number Street City State Zip Code

Telephone Number(s)

Best time to contact you is: _____ : _____ am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work? **YES** **NO**

Have you ever filed an application with us before? **YES** **NO**
 If YES, give date _____

Have you ever been employed with us before? **YES** **NO**
 If YES, give date _____

Do any of your friends or relatives, work here? **YES** **NO**

Are you currently employed? **YES** **NO**

May we contact your present employer? **YES** **NO**

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment **YES** **NO**

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 shift)
Part-Time (please indicate Mornings Afternoon Evenings)
Temporary (please indicate dates available ___/___/___-___/___/___)

Are you currently on "lay off" status and subject to recall? **YES** **NO**

Can you travel if a job requires it? **YES** **NO**

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United State military.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title	Starting Final	
	Supervisor		
	Reason for Leaving		
2.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title	Starting Final	
	Supervisor		
	Reason for Leaving		
3.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title	Starting Final	
	Supervisor		
	Reason for Leaving		
4.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title	Starting Final	
	Supervisor		
	Reason for Leaving		

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. **YES** **NO**

References

1. _____ () _____
(NAME) (PHONE#)

(Address)

2. _____ () _____
(NAME) (PHONE#)

(Address)

3. _____ () _____
(NAME) (PHONE#)

(Address)

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date