

Please provide additional information for 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, program _____

Other computer programs with which you have worked extensively: _____

Have you taken any Civil Service Examinations for clerical positions? Yes No

If yes, When _____ Where _____

Title(s) _____ Score(s) _____

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

Custodial

Have you had experience or training in institutional cleaning? Yes No If yes, explain _____

Have you ever supervised others in an institutional cleaning operation? Yes No If yes, explain _____

Have you taken any Civil Service Examinations for custodial positions? Yes No

If yes, When _____ Where _____

Title(s) _____ Score(s) _____

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

Maintenance

Indicate experience or training that qualifies you to work in a specific skill or trade. _____

Employment Experience

List most recent experience first. List all prior employers. Use additional sheet if needed. Do NOT OMIT any employment. Failure to list your complete employment record will disqualify you from employment at Western Suffolk BOCES.

1	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone ()	Salary				
Your job title _____							
Describe the work you did _____							

2	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone ()	Salary				
Your job title _____							
Describe the work you did _____							

3	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone ()	Salary				
Your job title _____							
Describe the work you did _____							

4	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone ()	Salary				
Your job title _____							
Describe the work you did _____							

Indicate any Employers listed above whom you do not wish us to contact. _____

Have you ever been terminated, or asked to resign from a position? Yes No If yes, explain on a separate sheet.

Other Work-Related References: Complete fully.

1. Name _____ Title _____ Phone () _____

Business Address _____

2. Name _____ Title _____ Phone () _____

Business Address _____

3. Name _____ Title _____ Phone () _____

Business Address _____

I hereby authorize Western Suffolk BOCES to contact references listed above or to contact any other persons who may be familiar with my work or character. I waive my right of access to any information provided by any references 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 _____

Western Suffolk BOCES Non-Discrimination Notice

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, sexual orientation, veteran status, disability or handicap. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits. The Deputy Superintendent is the coordinator of activities relating to compliance with Title IX and Section 504 of the Rehabilitation Act of 1973 (as amended) and may be contacted at: 631/549-4900, x222 or 507 Deer Park Road, PO Box 8007, Huntington Station, New York 11746-9007.