

**GUILDERLAND CENTRAL SCHOOL DISTRICT**

Human Resources Office  
8 School Road – PO Box 18  
Guilderland Center, NY 12085-0018  
(518) 456-6200

***EMPLOYMENT APPLICATION***

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone or other means of contact: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you currently an active member of New York State Employees Retirement System?

Yes \_\_\_\_\_ NYSERS Number \_\_\_\_\_ No \_\_\_\_\_

Are you a United States Citizen:

Yes \_\_\_\_\_ No \_\_\_\_\_

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

**POSITION DATA**

Position/Type of work desired: \_\_\_\_\_

Date Available: \_\_\_\_\_

Location (building) desired: \_\_\_\_\_

Have you previously applied to Guilderland Central? Yes  No

If yes, when? \_\_\_\_\_

How were you referred to Guilderland Central? \_\_\_\_\_

**Guilderland Central School District does not discriminate on the basis of race, color, national origin, age, handicapping conditions, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made.**

**Guilderland is a tobacco free school district.**

**EDUCATIONAL BACKGROUND**

Schools Attended	Name & Location	Major/Minor	*Did you graduate?	Diploma/Degree
High School				
College/ Technical Schools				

\*If not graduated, why did you leave school? \_\_\_\_\_

**SKILLS**

Typing speed? \_\_\_\_\_ WPM      Word Processing Skill:    Yes     No

Office machines operated? List: \_\_\_\_\_

Other skills and abilities? (Carpentry, mechanics, child care/assistance, etc.) List: \_\_\_\_\_

\_\_\_\_\_

**ACTIVITIES (School, Community)**

List membership in school and community organizations, including offices held:

ORGANIZATION	OFFICE(S) HELD

**MILITARY SERVICE**

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

BRANCH	ACTIVE DUTY ENTRY DATE	DISCHARGE DATE	TRAINING OR SPECIALITY

**EMPLOYMENT HISTORY**

List your most recent employment first:

**EMPLOYER'S NAME & ADDRESS**                      **TITLE/JOB RESPONSIBILITIES**                      **DATES FROM TO**                      **DATE LEFT**

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Supervisor: \_\_\_\_\_ May we contact? Yes  No   
Phone: \_\_\_\_\_ Salary: To Start \_\_\_\_\_ Final \_\_\_\_\_

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**EMPLOYER'S NAME & ADDRESS**                      **TITLE/JOB RESPONSIBILITIES**                      **DATES FROM TO**                      **DATE LEFT**

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Supervisor: \_\_\_\_\_ May we contact? Yes  No   
Phone: \_\_\_\_\_ Salary: To Start \_\_\_\_\_ Final \_\_\_\_\_

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**EMPLOYER'S NAME & ADDRESS**                      **TITLE/JOB RESPONSIBILITIES**                      **DATES FROM TO**                      **DATE LEFT**

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Supervisor: \_\_\_\_\_ May we contact? Yes  No   
Phone: \_\_\_\_\_ Salary: To Start \_\_\_\_\_ Final \_\_\_\_\_

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**EMPLOYER'S NAME & ADDRESS**                      **TITLE/JOB RESPONSIBILITIES**                      **DATES FROM TO**                      **DATE LEFT**

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Supervisor: \_\_\_\_\_ May we contact? Yes  No   
Phone: \_\_\_\_\_ Salary: To Start \_\_\_\_\_ Final \_\_\_\_\_

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**REFERENCES**

List any friend or relatives working for Guilderland Central:

NAME	RELATIONSHIP	POSITION, if known

**REFERENCES (continued)**

List personal references, no former employers or relatives:

NAME/TITLE	ADDRESS	PHONE

**Tell us about yourself**

Is there anything else about you that we should know which would help judge your suitability for a position with us?

**PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may be considered sufficient cause for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**FOLLOW UP RECORD**

Reviewed by	Date	Initial	Comments