



*(For Office Use Only)*

School Year \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Years Allowed \_\_\_\_\_  
Step \_\_\_\_\_  
Annual Salary \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

NAME \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

STREET

CITY

STATE

ZIPCODE

HOME TELEPHONE (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

FOR WHICH POSITION ARE YOU APPLYING?

\_\_\_\_\_ INSTRUCTIONAL ASSISTANT

\_\_\_\_\_ CUSTODIAN

\_\_\_\_\_ SECURITY

\_\_\_\_\_ SUBSTITUTE

\_\_\_\_\_ SCHOOL COUNSELOR/SOCIAL WORKER

\_\_\_\_\_ AFTERSCHOOL COUNSELOR / JUNIOR COUNSELOR (AFTERCARE - LIFT)

\_\_\_\_\_ CLERICAL (ADMINISTRATIVE SECRETARY)

STATE THE EXACT TITLE OF ANY CERTIFICATE(S) OR LICENSES YOU HOLD AND THE DATE(S) ISSUED. \_\_\_\_\_

\_\_\_\_\_

IF YOU DO NOT HAVE A CERTIFICATE, HAVE YOU APPLIED FOR ONE? \_\_\_\_\_ WHEN? \_\_\_\_\_

WHERE? \_\_\_\_\_

ARE YOU PRESENTLY UNDER CONTRACT WITH ANOTHER COMPANY? \_\_\_\_\_ WHERE? \_\_\_\_\_

ARE YOU IN THIS COUNTRY ON A VISA, WHICH WOULD NOT PERMIT YOU TO WORK IN THE UNITED STATES? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? (EXCLUDE MINOR TRAFFIC VIOLATIONS) \_\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

\_\_\_\_\_

MILITARY SERVICE: BRANCH OF SERVICE: \_\_\_\_\_ DATES \_\_\_\_\_

**EDUCATIONAL INFORMATION**

LIST THE NAMES (NOTE THE YEARS OF ATTENDANCE) OF ALL INSTITUTIONS, INCLUDING THE HIGH SCHOOL FROM WHICH YOU GRADUATED.

INSTITUTION	MAJOR/MINOR	DATES ATTENDED FROM – TO	DIPLOMA/ DEGREE GRANTED	YEAR GRANTED
<b>GRADUATE SCHOOL</b>	<b>NUMBER OF CREDITS</b>	<b>NOTE:</b> AN OFFICIAL COPY OF YOUR TRANSCRIPT MUST BE SENT TO THIS OFFICE IN SUPPORT OF YOUR APPLICATION.		

**PROFESSIONAL EXPERIENCE INFORMATION**

LIST PRESENT / LAST EMPLOYMENT AND ALL PRIOR EMPLOYMENTS WITHIN THE LAST 10 YEARS, WORKING BACKWARDS. ACCOUNT FOR ALL YEARS OF EDUCATIONAL EMPLOYMENT.

POSITION HELD	NAME OF SCHOOL OR COMPANY	ADDRESS	PHONE NUMBER	NAME OF IMMEDIATE SUPERVISOR	DATES FROM - TO

**PROFESSIONAL REFERENCES (2)**

TITLE	NAME	ADDRESS	PHONE NUMBER

**PERSONAL REFERENCES (2)**

TITLE	NAME	ADDRESS	PHONE NUMBER	# YEARS KNOWN