



# LIBERTY CENTRAL SCHOOL DISTRICT

115 Buckley Street, Liberty, New York 12754  
Telephone (845) 292-6171 • Fax (845) 292-1164



*An Equal Opportunity Employer*

## APPLICATION FOR EMPLOYMENT NON-INSTRUCTIONAL AND SUBSTITUTE

Application for the position of \_\_\_\_\_ Date: \_\_\_\_\_

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

### PERSONAL

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

Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

### EDUCATIONAL BACKGROUND

	Name and Location of School	Degree or Major
High School		<i>Circle one</i> Diploma / GED
College		
Special Training		

### MILITARY

Did you serve in the US Armed Forces? Yes {  } No {  }

If yes, what branch? \_\_\_\_\_ Dates of Service: \_\_\_\_\_

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## EMPLOYMENT EXPERIENCE

*Please list your most recent position first.*

Employer's Name and Address	Salary	Duties	Supervisor's Name and Phone Number	Employment Dates

Have you ever been fired or asked to resign from any former position? Yes { } No { }

If yes, from which position and why?

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Are you on a current Civil Service List? Yes { } No { }

If yes, what is the title of the Civil Service Test? \_\_\_\_\_

Typing \_\_\_\_\_ wpm (if applicable)

Please list computer software applications you have used (if applicable)

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Please provide a short statement regarding your specific qualifications or special skills for the position:

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**Fill out this page ONLY if you are applying to be a certified teaching substitute.**

**For any other position please go to Page 4 to complete your application.**

**CERTIFICATION/LICENSES**

List all certificates/licenses held or applied for:

- |                                 |                            |
|---------------------------------|----------------------------|
| Code: 1. Permanent              | 4. Applied for and pending |
| 2. Provisional                  | 5. Temporary               |
| 3. Certificate of Qualification | 6. None                    |

Area of Certification	Certification Code	Certification Number	Expiration Date	Issuing State

Have you ever held tenure in another district? Yes {  } No {  }

If yes, what district? \_\_\_\_\_ Tenure Area? \_\_\_\_\_

**PROFESSIONAL EXPERIENCE- TEACHING**

List each position held beginning with your current or most recent position.

Name of School and Location	Position	Grade or Subject	Salary

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## REFERENCES

Please list three references below. They should be professional references with direct knowledge of your work experiences.

	Reference 1	Reference 2	Reference 3
Name:			
Position:			
Address:			
Email:			
Telephone:			

Have you ever been convicted of a crime including misdemeanors? Yes {  } No {  }

If yes, please explain: \_\_\_\_\_

Do you have any pending charges? Yes {  } No {  }

If yes, please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes {  } No {  }

## APPLICANT'S STATEMENT

Applicant's Statement:

I hereby certify that the statements made in this application are accurate to the best of my knowledge. Falsification of any information may be construed as grounds for dismissal.

Signature: \_\_\_\_\_

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

**The Liberty Central School District does not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability, predisposing genetic characteristic, veteran status or status of a victim of domestic violence.**

**This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.**