

The George Junior Republic Union Free School District

SERVING YOUTH FOR OVER 100 YEARS

24 McDonald Road
Freeville, NY 13068
(607) 844-6365

Application for Employment

Position(s) applying for _____

Date of Application _____ Salary Desired _____

Referral Source Newspaper Advertisement Employment Agency / Dept. of Labor
 Employee Walk-in Other _____

Name of Source (if applicable) _____

Name _____

Address _____

Telephone # () _____ Mobile # () _____

Best time to call you _____

Are you legally eligible for employment in the United States? YES NO

Date available for work _____

Have you ever been employed by The George Junior Republic UFSD before? YES NO

If yes, give dates From _____ To _____

Type of employment desired Full-Time Part-Time

Have you ever been convicted of a crime? YES NO

If yes, please explain _____

Do you have a valid Driver's License? YES NO

For those positions involving direct work with children, you may be required to help control or restrain the aggressive behavior of an emotionally disturbed child. Would you be comfortable in this situation, and physically able to handle the behavior? YES NO

The George Junior Republic UFSD is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, sex, religion, age, marital status, sexual orientation, national origin, disability or veteran status.

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			

Job Title	Hourly Rate/Salary Starting
Immediate Supervisor and Title	\$ Per

Reason for Leaving	Hourly Rate/Salary Final
May we contact for reference	\$ Per
[] Yes [] No [] Later	

Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			

Job Title	Hourly Rate/Salary Starting
Immediate Supervisor and Title	\$ Per

Reason for Leaving	Hourly Rate/Salary Final
May we contact for reference	\$ Per
[] Yes [] No [] Later	

Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			

Job Title	Hourly Rate/Salary Starting
Immediate Supervisor and Title	\$ Per

Reason for Leaving	Hourly Rate/Salary Final
May we contact for reference	\$ Per
[] Yes [] No [] Later	

Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			

Job Title	Hourly Rate/Salary Starting
Immediate Supervisor and Title	\$ Per

Reason for Leaving	Hourly Rate/Salary Final
May we contact for reference	\$ Per
[] Yes [] No [] Later	

Comments (Including any explanation of any gaps in employment)

Skills and Qualifications - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background If Job-Related

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate whether or not you graduated. D. Indicate degree or diploma earned, if any. E. Major field of study. F. Minor field of study (if applicable).

A. SCHOOL	B. YEARS COMPLETED	C. GRADUATED	D. DEGREE DIPLOMA	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

Additional Information

List professional, trade, business or civic associations and offices held.
Exclude memberships which would reveal race, creed, sex, national origin, religion, age, disability, Marital status, sexual orientation or citizenship status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.
Exclude memberships which would reveal race, creed, sex, national origin, religion, age, disability, Marital status, sexual orientation or citizenship status.

List any additional information you would like us to consider.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this employment application are true, accurate and complete to the best of my knowledge and I authorize The George Junior Republic Union Free School District to verify their accuracy and to obtain reference information on my work performance. I hereby release from liability The George Junior Republic Union Free School District and its representatives for seeking, gathering, and using such information and all other persons, corporations or organizations for furnishing such information.

I understand that falsification or omission of information can lead to refusal to hire. I further understand that, if hired, the future discovery of falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and The George Junior Republic Union Free School District reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment, and a subsequent offer of employment is not intended to be a promise or obligation for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that if I am employed, a criminal conviction clearance as required by Social Services Law, fingerprint clearance as required by the New York State Education Department, and a driver's license check will be conducted. In the event that criminal or driving violations that prohibit my working with children or for a public school district are discovered, my employment with The George Junior Republic Union Free School District will be terminated.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

My signature below certifies that I have read and understand the statement above and seek employment at The George Junior Republic Union Free School District under these conditions.

Signature of Applicant

Date

The George Junior Republic UFSD is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, sex, religion, age, marital status, sexual orientation, national origin, disability or veteran status.

The George Junior Republic Union Free School District

SERVING YOUTH FOR OVER 100 YEARS

Founded 1895

24 McDonald Road
Freeville, New York 13068
607-844-6365 • Fax 607-844-3410

Date: _____

I have recently applied for a position at the George Junior Republic Union Free School District. A representative from the district will be contacting you requesting information about my background and/or work history. I authorize the use of any information in the application to enable them to verify my statements. I further authorize past employers, all references, and any other persons to answer all questions asked by the district concerning my ability, character, reputation and previous employment record.

I release all such persons from any liability or damage due to having furnished such information.

Signature of Applicant