

APPLICATION FOR CIVIL SERVICE EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Position applied for: Date of application:

How did you learn about us? Advertisement Friend Walk-in
 Employment Agency Relative Other:

Last Name: First Name: Middle Name:

Present Address:

City: State: ZIP Code:

Home Phone: - E-Mail Address:

Cell Phone: - Social Security Number:

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes (if yes, give date:) No

Have you been employed with us before? Yes (if yes, give date:) No

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work?

Are you available to work: Full Time Part time Shift work Temporary

Are you currently on lay-off status and subject to recall? Yes No

Have you been convicted of a crime, other than a minor traffic violation? (If yes, please explain on a separate sheet by citing date of offense and disposition of case. Conviction will not necessarily disqualify an applicant from employment) Yes No

EDUCATION

SCHOOLS ATTENDED	ADDRESS	YEARS COMPLETED	DIPLOMA/DEGREE	DESCRIBE COURSE OF STUDY
Elementary:		<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
High School:		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
College/University:		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Graduate School/Professional:		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		

Describe any specialized training, apprenticeship, skills and extra curricular activities.

Describe any honors you have received.

State any additional information you feel may be helpful to us in considering your application.

Indicate any foreign languages you can speak, read and/or write:

LANGUAGE	SPEAK	READ	WRITE
	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age ancestry, handicap or other protected status:

Have you ever had any job related training in the United States Military? Yes No (if yes, explain below)

EXPERIENCE

Start with your present employment or last employment. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer <input type="text"/>	Dates of Employment		Work Performed <input type="text"/>
	From <input type="text"/>	To <input type="text"/>	
Address <input type="text"/> <input type="text"/>	Telephone Number <input type="text"/>		Job Title <input type="text"/>
Supervisor <input type="text"/>		Reason for Leaving <input type="text"/>	

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	From <input type="text"/>	To <input type="text"/>	
Address <input type="text"/> <input type="text"/>	Telephone Number <input type="text"/>		Job Title <input type="text"/>
Supervisor <input type="text"/>		Reason for Leaving <input type="text"/>	

Special Skills and Qualifications:

Summarize special job related qualifications acquired from employment or other experiences.

REFERENCES Give names, complete addresses and telephone numbers of three (3) references who are not related to you.

1. Name: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Professional Relationship: _____

2. Name: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Professional Relationship: _____

3. Name: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Professional Relationship: _____

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment including present and past employment and references and the absence and presence of criminal convictions.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____

**HEMPSTEAD SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION**

This notification is to certify that The Hempstead Union Free School District does not discriminate on the basis of race, color, weight, religion, religious practice, creed, national origin, ethnic group, political affiliation, gender (including gender identity and expression), age, marital status, sex, sexual orientation, pregnancy, military status, veteran status, genetic pre-disposition or carrier status, ancestry, disability or any other legally protected status in its employment opportunities or educational/vocational programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

Anyone who believes he/she has been subjected to prohibited discrimination, harassment or retaliatory behavior or who has witnessed anyone engaging in such prohibited activity should immediately contact his or her supervisor (if an employee) and/or the District's designated Compliance Officer at the contact information below. If, for any or no reason, an individual is hesitant to bring the matter to the attention of his or her supervisor (if an employee) or the District's designated Compliance Officer, a report can be properly made to the Superintendent of Schools. Inquiries concerning the non-discrimination policies and procedures may be referred to the District's designated Compliance Officer, or to the U.S. Department of Education, Office for Civil Rights, at the contact information below. Complaints of sexual harassment or discrimination are covered by policy 0110.

The District's designated Compliance Officer responsible for the above compliances is Dr. Rodney Gilmore. The Compliance Officer can be contacted at 185 Peninsula Boulevard, Hempstead, New York 11550, Phone (516) 434-4020; email: rgilmore@hempsteadschools.org. The Compliance Officer will provide information, including complaint procedures, to any student, employee or person who feels that his or her rights have been violated.

You may also contact the U.S. Department of Education's New York Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005; Phone: (646) 428-3800; email: ocr.newyork@ed.gov.