



Monticello Central School District

237 Forestburgh Road, Monticello NY 12701
Telephone (845) 794-7700 • Fax (845) 794-7710

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT NON-INSTRUCTIONAL

Application for the position of _____ Date: _____

Date available: _____

PERSONAL

Name: _____

Phone/Cell: _____

Address: _____

Social Security: _____

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		

Monticello Central School District

EMPLOYMENT EXPERIENCE

Please list your most recent position first.

Employer's Name and Address	Title/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?

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)

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

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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 Monticello 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.