

WILLSBORO CENTRAL SCHOOL  
 PO Box 180, 29 School Lane  
 Willsboro, New York 12996  
 (518) 963-4456 Fax (518) 963- 7577  
[www.willsborocsd.org](http://www.willsborocsd.org)

**NON-TEACHING APPLICATION**



**POSITION APPLYING FOR**

---

**PERSONAL INFORMATION**

---

Last First Middle

---

Street City State Zip

---

Telephone # Social Security #  
 (Permanent Address If Different From Above)

---

Street City State Zip

**EDUCATIONAL PREPARATION**

School	Location	Nature of Studies	Diploma / Degree
High School			
College/Undergraduate			

(Have you taken work, which has resulted in the conferring of an advanced degree?)  
 If yes, summarize \_\_\_\_\_

---

College	Location	Major Specialization	Diploma / Degree

**OTHER WORK EXPERIENCE (Business, trades, summer occupation)**

Dates	Firm / Company	Nature of Work	Full-Time / Part-Time	Reason for Leaving

**REFERENCES**

Name				
Official Position				
Address				
City, State Zip				
Telephone Number				

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when, where and disposition of the offense? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you legally authorized to work in the United states? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you an U.S. veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list experience and any special training received in the military: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT'S STATEMENT**

Please give a statement covering any additional information which will help in judging your suitability for a position, including such things as special experience, training or interests.

---

---

---

---

---

---

New York State School law requires that all personnel must be fingerprinted for employment and processed through Morpho Trust by going to their website at [www.identogo.com](http://www.identogo.com) (Instructions attached) The fee for fingerprinting is **\$99.00 Other / Bus Drivers \$104.00**

Have you been fingerprinted? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If NO, you will be contacted regarding fingerprinting procedures)

*Applications will be kept on file for one year from the date of application. If you desire to keep your application on file beyond that date, please notify the District Office in writing or submit a new application.*

*I attest that the information given on this application is correct to the best of my knowledge.*

---

*Applicant's Signature*

*Date*

Prospective employees will receive consideration without discriminations because of race, creed, color, sex, age, national origin, handicap, or veteran status.

Dean of Students  
Charmaine Flynn

CSE Chairperson  
Jennifer Leibeck

Guidance Counselor  
Chris Ford

Athletic Director  
Michael Douglas

# WILLSBORO CENTRAL SCHOOL

*~Superintendent of Schools - Stephen Broadwell~*

*P. O. Box 180, 29 School Lane*

*Willsboro, New York 12996*

*Phone: (518) 963-4456*

*Fax: (518) 963-7577*

*www.willsborocsd.org*

Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Brandy Pierce, District Clerk  
Sheila Vanags, Treasurer

Business ID# 19401

## Fingerprinting Process

To make an appointment Contact Morpho Trust by going to their website at <https://uenroll.identogo.com/> and entering a service code - **14ZGR7**. If you have any questions and need assistance you can contact them at (877)472-6915.

The fingerprinting fee can be paid at the time of scheduling through credit card, or on-site at the time of the fingerprinting appointment with a credit card. The **fingerprinting fee is: \$99.00.**

In order to be fingerprinted you **must have two forms of identification.** At least one form of identification must contain a photo.

Dean of Students  
Charmaine Flynn

CSE Chairperson  
Jennifer Leibeck

Guidance Counselor  
Chris Ford

Athletic Director  
Michael Douglas

# WILLSBORO CENTRAL SCHOOL

*~Superintendent of Schools - Stephen Broadwell~*

*P. O. Box 180, 29 School Lane*

*Willsboro, New York 12996*

*Phone: (518) 963-4456*

*Fax: (518) 963-7577*

*www.willsborocsd.org*

Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Brandy Pierce, District Clerk  
Sheila Vanags, Treasurer

Business ID # 19401

## Bus Driver Fingerprinting Process

To make an appointment Contact Morpho Trust by going to their website at <https://uenroll.identogo.com/> and entering a service code - **15468T**. If you have any questions and need assistance you can contact them at 1-877-472-6915.

The fingerprinting fee can be paid at the time of scheduling through credit card, or on-site at the time of the fingerprinting appointment with a credit card. The **fingerprinting fee is: \$104.00**.

In order to be fingerprinted you **must have two forms of identification**. At least one form of identification must contain a photo.