

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**

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**PERSONAL INFORMATION**

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Last First Middle

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Street City State Zip

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

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Street City State Zip

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Email:

**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 \_\_\_\_\_

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| 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<br>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.

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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 **\$101.75 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.*

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*Applicant's Signature*

*Date*

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