



SUPPORT STAFF APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date: _____

Name: _____
Last, First, MI

Address: _____ Home Phone _____
_____ Cell Phone _____

Email Address: _____

Are you a U.S. Citizen? [] Yes [] No If no, are you authorized to work in the U.S.? [] Yes [] No

Can you furnish proof? [] Yes [] No

EDUCATIONAL BACKGROUND

Highest level of education: [] High School/GED [] Some College [] College Graduate

High School Attended: _____

College Attended: _____

Other Training Since High School: _____

Other Skills: _____

Computer Programs Used: _____

TYPE OF EMPLOYMENT DESIRED [] Full time [] Part time [] Either

Position(s) Desired: _____ Date You Could Start: _____

Experience in This Area: _____

Are you interested in being placed on a sub (call in) roster for: (please check all that apply)

Kitchen [] Custodial [] Parapro/office [] Bus Driver []

MILITARY SERVICE

Branch of U.S. Armed Service _____ Occupation _____ Rank/Position _____

Dates of Service _____

WORK EXPERIENCE

| Employer Name & Address | Dates | Duties | Reason for Leaving |
|-------------------------|-------|--------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |

REFERENCES

| Name | Address | Phone Number |
|------|---------|--------------|
| | | |
| | | |
| | | |

OTHER INFORMATION

Have you ever been convicted of a violation of law other than a minor traffic violation?

Yes No If yes, please explain: _____

Are any felony charges or proceeding pending against you? Yes No

If yes, please explain: _____

In case of an emergency, please notify: _____

Relationship: _____ Phone: _____

I hereby authorize and unqualifiedly grant permission to Otsego Public Schools and its administration to make pre-employment inquiries to verify the contents of this application for employment and/or the contents of my resume and any representations made verbally or in any letter of interest that I have submitted. Further, I unqualifiedly authorize and grant permission to the Otsego Public School District and its administration to contact any and all of my personal references and former or current employers to obtain information concerning my character, reputation and/or work experience. I further release the school district and its administration, as well as any reference source, from any liability in connection with the release or use of such information. I further authorize and unqualifiedly grant permission to the Otsego Public School District and its administration to make inquiries and to obtain any records from law enforcement and/or judicial authorities to determine whether any record of criminal conviction exists and whether there are any felony charges pending against me, including the nature of the offenses. I understand that if I am hired this application will become part of my personnel file and that any misrepresentation, misleading or untruthful statement or omission is cause for dismissal.

Signature: _____ Date: _____

If you have a resume, please attach.

This application will be kept active for one year. If you would like this period extended, please notify this office at the end of the year.

Statement of Assurance:

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.