



Application for **EMPLOYMENT** in
PHELPS-CLIFTON SPRINGS CENTRAL SCHOOLS

Date _____

Position Applying For _____

Application of: _____
Last Name First Name Middle Initial

Permanent Address: _____ Phone (____) _____
Street
City State Zip

1. Education

A. High School **Dates of Attendance** **Diploma**
1. _____

B. Undergraduate College or University **Dates of Attendance** **Degree**
(Include educational institutions you attended even though no degree was earned)
1. _____
2. _____

C. Other **Dates of Attendance** **Degree**
(Include other educational preparation which pertain to the job you are applying for)
1. _____
2. _____

II. Experience

	Employer	Position	Dates	Reason for leaving
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

III. Personal Data:

A. Social Security No. _____

B. NY State Retirement No. (If applicable) _____

IV. Civil Service Examinations:

	Title of Exam	Date Taken	Grade Achieved
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

IV. Law Violations:

Except for minor traffic violations, were you ever convicted of any violation of the law? _____
(If yes, please attach a complete explanation)

VII. References: (Name, position, address and telephone number)

1. _____
2. _____
3. _____
4. _____

VIII. Candidates Statement: In your own handwriting, please add any additional information you may desire to offer that will assist us to evaluate your future success as an employee in the Phelps-Clifton Springs School System. (Please attach additional pages, if needed)

Have you been fingerprinted for State Education purposes? _____ If yes, where? _____

Date: _____

Applicant's Signature _____ Date _____

Reminder: A completed application consists of the following:

- letter of application/cover letter
- copies of necessary credentials, including certificates

Return this application to:

Matthew H. Sickles, Superintendent
Attention: Mary Jo Peake, Human Resources
Phelps-Clifton Springs Central School District
1490 St. Rte. 488
Clifton Springs, NY 14432

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: Patti Larche, compliance officer/coordinator, at plarche@midlakes.org. Mrs. Larche can also be reached at 315-548-6475 or via mail at the District Office: 1490 State Route 488, Clifton Springs, New York, 14432.

Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).