NON-INSTRUCTIONAL SUBSTITUTE APPLICATION

Today's Date: _____

Name: _____

Mailing Address: _____

_____

Phone #: _____ Alt. Phone #: _____

Email Address: _____

Have you been fingerprinted through NYS Education Dept? _____ If yes, give date: _____

I. Education

A. Secondary School — Dates of Attendance — Diploma

1. _____ _____ _____

B. Other — Dates of Attendance — Degree

1. _____ _____ _____
2. _____ _____ _____

II. Indicate your preferred area(s). Each area requires a separate Civil Service online application.

_____ **Food Service Helper**
_____ **Typist**
_____ **Nurse ___ RN ___ LPN**
_____ **Cleaner**
_____ **Teacher Aide**
_____ **School Monitor ___ Cafeteria ___ Bus**

Are you available daily?_____ (If no, please explain when)_____

_____

_____

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

IV. Please list recent employment history (name of company, position, dates worked):

_____

_____

_____

Please return this application to:
Phelps-Clifton Springs Central School District
Attention: Human Resources
1490 State Rte. 488
Clifton Springs, NY 14432

Please complete corresponding Civil Service Application(s) using the following web address:
https://ontario-portal.mycivilservice.com/jobopps

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 non-discrimination policies: Michelle Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1490 State Route 488, Clifton Springs, NY 14432.

Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the US 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).