



NON-INSTRUCTIONAL SUBSTITUTE APPLICATION

Date _____

Full Name: _____ Social Security Number: _____

Present Address: _____ Home Phone _____

Street _____
City State Zip _____

Cell 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 form.

_____ **Food Service Helper**

_____ **Cleaner**

_____ **Typist**

_____ **Teacher Aide**

_____ **Nurse** ___ **RN** ___ **LPN**

_____ **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):

Return this application and a Civil Service 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 non-discrimination 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, 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).