

SPACKENKILL UNION FREE SCHOOL DISTRICT

Human Resources - 15 Croft Road
Poughkeepsie, New York 12603
(845) 463-7800

APPLICATION FOR EMPLOYMENT

Please check: ☐ Aide / Monitor ☐ Custodial Worker Available to Substitute ☐ Yes ☐ No
☐ Clerical ☐ Grounds ☐ High School ☐ Todd M.S.
☐ Food Service ☐ Maintenance ☐ Nassau Elem. ☐ Hagan Elem.
☐ Bus Driver ☐ Other _____ ☐ District Wide

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, or marital status. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, or marital status in connection with employment in the Spackenkill Union Free School District.

Name _____ Date _____

Address _____ Phone _____

City _____ Zip Code _____

Email Address _____

Are you a member of the NYS retirement system? Yes, Ret. No. _____ ☐ No

Social Security No. _____ Citizen of U.S.? ☐ Yes ☐ No

Have you had your fingerprints taken for a school district? ☐ Yes, Date _____ ☐ No

Gender: Male / Female / Non-binary / Prefer Not to Answer (please circle) or fill out dropdown form:

EDUCATION

Schools Attended

Degree or Diploma

DESCRIPTION OF EXPERIENCE

Firm Name: _____ Position: _____

Firm Address: _____ Phone: _____

Supervisor: _____ Dates: begin _____ end _____

Description of Duties: _____

Firm Name: _____ Position: _____

Address: _____ Phone: _____

Supervisor: _____ Dates: begin _____ end _____

Description of Duties: _____

Firm Name: _____ Position: _____

Address: _____ Phone: _____

Supervisor: _____ Dates: begin _____ end _____

Description of Duties: _____

PROFESSIONAL REFERENCES *(Please list a minimum of 3 references - friends or relatives are not acceptable)*

Name	Employer	Email	Phone

Did you graduate from Spackenkill High School? ☐ Yes - Year _____ ☐ No

Do you have a valid license to operate a motor vehicle in New York State? ☐ Yes ☐ No

Have you ever been found guilty of charges brought pursuant to NYS Civil Service Law §75 or any other disciplinary proceeding?
☐ Yes ☐ No If yes, please give the specifics of the charge(s) of which you were found guilty, the penalty you received and when the determination as to guilt and penalty were made.

Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? ☐ Yes ☐ No

Have you ever been convicted of any crime (felony or misdemeanor)? * ☐ Yes ☐ No

If yes, please explain _____

If you served in the Armed Forces of the United States, did you receive a discharge which was other than honorable?

☐ Yes ☐ No ☐ Not Applicable

If yes, you may attach specifics on a separate sheet of paper.

** The District reserves the right to diligently confirm this information.*

Date

Signature of Applicant

For any individual who has not been hired by the district, this application will be destroyed after a period of one year has elapsed. Please feel free to reapply if you are still interested in employment in the Spackenkill School District.

FOR OFFICE USE ONLY

REFERENCE CHECK INFORMATION

Name	Comments	Date Contacted

Date Interviewed _____ Comments _____

Administrator's/Supervisor's Signature _____ Date _____

Superintendent's Signature _____ Date _____

Submitted for Board of Education Approval _____

Board Meeting Date

Date of Final Clearance granted _____

OFFICE USE ONLY

Interviewed _____
Reference Ck _____
Fingerprinted _____

SPACKENKILL UNION FREE SCHOOL DISTRICT

Human Resources - 15 Croft Road
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REGULAR OR SUBSTITUTE BUS DRIVER APPLICATION - Part II

Name _____

Last Previous Address _____

City _____ Zip Code _____

1. Class of driver's license _____ Expiration date of such license _____
Motorist Identification Number _____
State of Issuance _____

2. How many years have you driven? _____

Have you ever had an accident while driving over the past five years which resulted in injuries to yourself or others?

☐ Yes ☐ No

If yes, describe the extent of the accident or accidents _____

3. Have you been convicted of moving traffic violations (reckless driving, speeding, etc.) or of any criminal act during the past three years? Yes No If yes, give details below:

Date _____ Charge: _____ Court and Location: _____

4. Active driving experience: _____ years
Passenger bus or heavy truck: _____ years
Light truck or station wagon: _____ years

5. Are you currently employed? Yes No

If yes, where: _____

6. Have you ever attended a Bus Driver Training Course? ☐ Yes ☐ No

Other such courses?

Yes

No If yes, give date, place and duration of each course:

Type of Course

Place

Duration: begin end

7. * Attach to this application form at least three (3) statements from three different persons who are not related to you either by blood or marriage pertaining to your moral character and reliability. (please list name, address, and phone)

Reference #1: Name _____

Address _____ phone _____

Reference #2: Name _____

Address _____ phone _____

Reference #3: Name _____

Address _____ phone _____

To the best of my knowledge and belief, the answers to the above questions are true.

Date

Signature of Applicant

If you knowingly make a false statement in this application, you commit a misdemeanor.

* Denotes Education Department requirements.

FOR OFFICE USE ONLY

* I have reviewed the above application, the three character statements and the report of the physician pertaining to the above named applicant for the position of bus driver the year 20____ to 20____ for Spackenkill Union Free School District, Town of Poughkeepsie, County of Dutchess.

I hereby approve his (her) employment.

Date

Transportation Supervisor or Chief School Officer