

Montauk Union Free School District
 Montauk, New York 11954

Non-Teaching Employment Application

Clerical _____
 Custodial/
 Maintenance _____
 Aide _____

Regular _____
 Substitute _____

Date _____

Name _____ Social Security _____
 Last First Middle

Present Address _____
 No. and Street

_____ City State and Zip

Phone Number _____

Email _____

Position Applied For _____

Salary expected _____ Annual/Hourly _____

Record of Education/Training

School	Name & Address	Kind of course or major subjects	Circle year completed	Graduate Degree Awarded
Elementary		X	5 6 7 8	Yes _____ No _____
			9 10 11 12	Yes _____ No _____

School	Name & Address	Kind of course or Major subjects	Circle year completed	Graduate ? Degree awarded
College				
Other				

Additional Knowledge and/or Training
Clerical and/or Aide Applicants only

Can you	Type	# of words per minute

Using a scale of A-Excellent; B-Above average; C-Average; D-Poor; and NE-no experience, list your evaluation of your different skill development and experience level in the following:

Computer _____ Calculator _____ Copy Machine _____
Others _____

Custodial /Maintenance Applicants only

Using a scale of A-Excellent; B-Above average; C-Average; D-Poor; and NE-no experience, list your evaluation of your different skill development and experience level in the following:

Carpentry _____ Painting _____ Plumbing _____
Heating _____ Waxing _____ Groundskeeping _____
Tractor-Truck _____ (Large Areas) _____
Operation _____

Previous employment: complete the requested information below.
 (Begin with your most recent job and list in reverse order.)

Company Address	From - To	Job Performed	Reason for leaving	Supervisor	Starting Hourly Rate	Ending Hourly Rate

Recommendations: Three (3) written recommendations must be on file with this application in order to be considered for the position.

Work References: Give name, address and position of persons qualified to evaluate your abilities and certify to your work habits and experiences.

Name and Occupation

Address

Phone #

A practical test of your capabilities may be administered.

Other information/questions

1. Have you ever been convicted of a crime? Give details:

2. Time lost through illness in last two years:

3. Where you previously employed by us _____ if so, when _____
4. On what date will you be available to work? _____
5. Have you recently taken a Civil Service exam? _____ If yes, state title and date:

6. Are you available for part-time (hourly) work? _____
7. Will you report for work as a substitute if called by 7:30 a.m. of the day your services are required? _____
8. Do you have any physical condition which may limit your ability to perform a particular job for which you are applying? _____ If yes, describe such condition: _____

9. Did you serve in the Armed Forces ?
What branch _____ Date of Service: From _____ To _____
Rank at discharge _____ List Special Training _____

Comments: If desired, please give a brief resume which you feel would further your candidacy:

Thank you for completing this application and for your interest in the Montauk Union Free School District. Please return this application to :
 School Superintendent
 Montauk Union Free School District
 50 South Dorset Drive
 Montauk, New York 11954

Phone : (631) - 668- 2474

The facts set forth in my application for employment are true and complete. I understand, if employed, false statements on this application are sufficient for dismissal.

Date

Applicant's Signature