



# NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

LANCASTER CENTRAL SCHOOL DISTRICT

177 Central Avenue  
Lancaster, NY 14086

The Lancaster Central School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, marital status, age, national origin, disability, creed, sex, sexual orientation, status as a disabled or Vietnam Veteran or any other basis protected by law (unless a bona fide occupational qualification applies).

The Lancaster Central School District complies with the Americans with Disabilities Act and will consider all requests for reasonable accommodations on a case-by-case basis. If you require a reasonable accommodation at any stage of the application or interview process, please contact the Personnel Department at (716) 686-3311.

Date\*: \_\_\_\_\_

\*employment applications are valid for one year following the date of the application and are kept in the active file for the current school year only (July 1<sup>st</sup> – June 30<sup>th</sup>).

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

### CHECK POSITIONS FOR WHICH YOU ARE APPLYING:

#### Competitive Classification\*:

\*Civil Service Examination Required

#### Labor Classification:

Bus Attendant \_\_\_\_\_  
Cleaner \_\_\_\_\_  
Food Service Helper \_\_\_\_\_  
Groundsworker \_\_\_\_\_  
Laborer \_\_\_\_\_

Other: \_\_\_\_\_

#### Non-Competitive Classification

Auto Mechanic \_\_\_\_\_  
Bus Driver \_\_\_\_\_  
Clerical (PT) \_\_\_\_\_  
Cook \_\_\_\_\_  
Cook Manager \_\_\_\_\_  
Custodian (PT) \_\_\_\_\_  
Library Media Aide (PT) \_\_\_\_\_  
Nurse (RPN) \_\_\_\_\_  
School Monitor \_\_\_\_\_  
Teacher Aide \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Substitute: \_\_\_\_\_ Days/Nights: \_\_\_\_\_

Note: For all competitive class positions, it is required by law that the District call for a Civil Service List from the Erie County Department of Personnel. If you are interested in obtaining work in a competitive classification, it is imperative that you contact Erie County Department of Personnel and arrange to take a Civil Service Examination.

### PERSONAL INFORMATION:

Are you 18 years of age or older?  Yes  No

If no, state your age: \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Are you a resident of the Lancaster Central School District?  Yes  No

Are you available to work at all schools?  Yes  No

When are you available to start? \_\_\_\_\_

For applicants for positions which may require you to drive:  
Do you possess a valid NYS Driver's License?  Yes  No

If yes, Type: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

**EDUCATIONAL PREPARATION:**

Circle last completed year of education:

7      8      9      10      11      12      +1      +2      +3      +4

School Name \_\_\_\_\_ Location \_\_\_\_\_  
High School \_\_\_\_\_  
College/Other \_\_\_\_\_

Please list any degree(s) received, major areas of study, and extracurricular activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE:** (please list in chronological order from most recent to least recent)

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Have you previously worked for the District?  Yes  No  
If yes: When? \_\_\_\_\_ What was your position? \_\_\_\_\_  
What were your reasons for leaving? \_\_\_\_\_

Have you previously applied to work in the District?  Yes  No  
If yes, what position(s) did you apply for and what was the date of your prior application(s)? \_\_\_\_\_

Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied?  
 Yes  No

Have you ever surrendered a teaching, professional, or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction?  
 Yes  No

Have you ever been denied permanent status as a Civil Service employee anywhere?  
 Yes  No

Are you the subject of any pending investigation and/or disciplinary charges pertaining to employment?  
 Yes  No

Have you ever been the subject of an investigation by a school district or any other employer?  
 Yes  No

Have you ever been dismissed from, resigned from, entered into a settlement agreement or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?  
 Yes  No

Have you ever resigned to avoid denial of permanent status as a Civil Service employee?  
 Yes  No

Have you ever been asked to leave a place of employment (or volunteer position) or resigned in lieu of being terminated?  
 Yes  No

*\*If you answered "yes" to any of the above questions in this section, please explain fully below.*

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**OTHER EXPERIENCE OR SKILLS:**

Please list any other experiences, training and/or interests that you feel are relevant to the position you seek: \_\_\_\_\_

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Please list any professional activities/organizations/offices/honors that you feel are relevant to the position you seek: \_\_\_\_\_

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Please list any special talents/abilities/interests/hobbies that you feel are relevant to the position you seek: \_\_\_\_\_

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**CRIMINAL HISTORY:**

*(A conviction will not necessarily disqualify you from employment. Factors such as age and date of conviction, the seriousness and nature of the crime, rehabilitation, and the relationship of the crime to the job duties will be considered.)*

Have you ever been convicted of any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as youthful offender)**  Yes  No

Have you ever pled guilty to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as youthful offender)**  Yes  No

Have you ever pled nolo contendere or no contest to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAL or DWI convictions are not minor and must be reported)? **(do not include sealed convictions or convictions classified as youthful offender)**  Yes  No

Do you currently have any pending arrests or criminal investigations against you at this time?  Yes  No

*\*If you answered yes to any of the above questions in this section, please state the nature and dates of conviction(s) or plea(s) and, if applicable, date(s) of release from prison below.*

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Have you been fingerprinted in accordance with Education Law?  Yes  No

Were you cleared from the New York State DCJS and FBI?  Yes  No

**REFERENCES:** (other than past employers or family members)

Please include the reference's name, title or relationship to you, address and phone number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*\*Note: If you are contacted for an interview, you will be required to supply three (3) letters of reference to complete your application.*

I certify that the above information is true and correct to the best of my belief and knowledge. I affirm that I have read the completed application and have not withheld any information or response to any questions. I understand that discovery of any misrepresentation or omission by me in this regard may lead to the denial of employment, or if I am hired, the termination thereof at any time that the misrepresentation or omission is noticed by the District.

I hereby grant permission to the Lancaster Central School District, to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background. I authorize the District to verify the information which I have stated in this application or during the interview process to the full extent permitted by law. Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by the District, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check. I hereby indemnify, release and forever discharge and hold the Lancaster Central School District and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

I understand that completion of this employment application does not guarantee that I will be employed by the District. In the event that I am employed, I agree to conform to the District's rules and regulations.

Please Note: It is the applicant's responsibility to submit a letter of application and resume in response to each and every posting that the applicant may be interested in.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PERSONNEL DEPARTMENT USE ONLY:**

Interview: Yes/No      Date: \_\_\_\_\_      Time: \_\_\_\_\_      Administrator: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_