



# Bethlehem Central School District

90 Adams Place  
Delmar, New York 12054  
(518) 439-3102

## Support Staff Employment Application

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

Name: \_\_\_\_\_  
(Last) (Maiden – Optional) (First) (Middle Initial)

Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State, Zip Code)

Telephone (or other means of contact): \_\_\_\_\_

### ◆ POSITION DATA

Position/Type of work desired: \_\_\_\_\_

Date Available: \_\_\_\_\_

Location (building) desired: \_\_\_\_\_

How were you referred to Bethlehem Central? \_\_\_\_\_

Have you previously applied to Bethlehem Central?  Yes  No

If yes, when? \_\_\_\_\_

### ◆ PERSONAL DATA

Social Security Number: \_\_\_\_\_

Are you a United States citizen?  Yes  No

Documents verifying citizenship will be required when you are employed under provisions of the Immigration Reform and Control Act of 1986.

*Bethlehem Central School District is an equal opportunity employer and, as such, does not discriminate on the grounds of race, color, creed, sex, national origin or handicapping condition.*

*It is the policy of the Bethlehem Central School District to require new employees to pass a physical examination prior to employment and beginning work. The request for such an examination will be made upon the decision to offer employment; the examination will be made by a physician or medical agency selected by the school district and will be done at no cost to the individual. Examination forms will be available in the physician's office.*

## ◆ EDUCATIONAL BACKGROUND

### *Education:*

Schools Attended	Name & Location	Major/Minor	Degree Earned	Grade Average
High School				
College/ Technical Schools				

\*If not graduated, why did you leave school? \_\_\_\_\_

### *Skills:*

Typing speed? \_\_\_\_\_ WPM      Shorthand speed? \_\_\_\_\_ WPM

Office machines operated? \_\_\_\_\_

Other skills (carpentry, mechanics, etc.)? \_\_\_\_\_

### *Activities (school, community):*

List membership(s) in any school and community organizations, including any offices held:

Organization	Office(s) Held

### *Military service:*

If you have ever served in the military, complete this section.

Branch	Active duty entry date	Discharge date	Training or specialty

## ◆ EMPLOYMENT HISTORY

List your most recent employment first.

Employer's name & address		Title/Job Responsibilities		Dates		Reason Left
				From	To	
Supervisor:	May we contact?		Salary			
	Yes	No	Start	Final		
Phone:						

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## ◆ REFERENCES

List any friends or relatives working for Bethlehem Central.

Name	Relationship	Position, if known

List personal references, not former employers or relatives.

Name	Address	Phone

### *Tell Us About Yourself:*

Is there anything else about you that we should know which would help judge your suitability for a position with us?

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### *Loyalty Statement:*

*I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge my duties to the best of my ability.*

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(your signature)