

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

Marital Status _____ Date of Birth _____ Gender Female Male

EDUCATION

Schools Attended

Degree or Diploma

DESCRIPTION OF EXPERIENCE

Firm Name: _____ Position: _____

Firm Address: _____ Phone: _____

Supervisor: _____ Length of Employment: _____

Description of Duties: _____

Firm Name: _____ Position: _____

Address: _____ Phone: _____

Supervisor: _____ Length of Employment: _____

Description of Duties: _____

Firm Name: _____ Position: _____

Address: _____ Phone: _____

Supervisor: _____ Length of Employment: _____

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

Do you need a reasonable accommodation to perform the essential functions of the job for which you apply? Yes No
If yes, please explain _____

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 _____



OSPRA 102 (1/03)

Clearance For Employment Request Form

Type or Print All Information

Office of School Personnel Review and Accountability

NYS Education Department
987 Education Building Annex
Albany, NY 12234

ph: (518) 473-2998 fax: (518) 473-8812

www.highered.nysed.gov/tcert/ospra

OSPRA@mail.nysed.gov

Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
- Sections 1 and 3 are to be completed by the prospective employee.
- The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

SECTION 1

Name: (Last, First, Middle Initial)		Social Security Number:		Date of Birth: (00/00/0000)	
Mailing Address		City		State	Zip

SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

<ul style="list-style-type: none"> • Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES. • This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates." • Make no other marks in the box below or the box to the right of this space. 		OSPRA Processing Dates	
Spackenkill Union Free School District 15 Croft Road Poughkeepsie, NY 12603		(leave blank)	First 6 digits of school BEDS or CS-ID #: Charter Schools: Please contact OSPRA to obtain your specific CS-ID number:
			131602
			Title of position employee will be placed in:
Signature of employer representative or fingerprint contact person:	Date:	Telephone # of fingerprint contact person:	
<i>Deidre A. Canano</i>		845-463-7800	

SECTION 3

1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.
 2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998. .
- I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer

Signature:

Date:

SECTION 4

Mail completed
OSPRA 102 to:



Spackenkill UFSD
Human Resources
15 Croft Road
Poughkeepsie, NY 12603