

Mount Sinai Union Free School District

North Country Road

PO Box 397

Mount Sinai, New York 11766-0397

(631) 870-2500 • (631) 473-0905 (FAX)

Application for Non-Instructional Appointment

Position Desired _____ Interested in Substituting _____

Personal Information

Name	
Street Address	
City/State/Zip	
Phone #	

Social Security Number		New York State Retirement Number	
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Work Experience

Business, Occupations, summer Employment:

Dates: From - To	Name and Location of Employer	Position Title	Full Time/ Part Time

Education

Start with most recent (i.e. College or University, High School, etc.):

Name and Location of Institution	Major area of Study	Diploma/Degree	Year of Grad.

Related Experience

List those qualities and/or special talents you may possess which you feel will enhance your candidacy for the position you are applying.

References

List most recent reference first. In addition please have your college placement folder forwarded directly to the Personnel Office at the address on the front of the application.

Name	Title/Position	Address	Telephone #

General Information

Question	Yes	No
1. Are you a citizen of the United States?		
2. Have you ever been convicted of a crime?		
3. Are any criminal charges currently pending against you?		
4. Are you related to anyone presently employed in the Mount Sinai School District?		
5. Are you willing to coach or supervise a student activity?		

If you answered "Yes" to question (2,3,4, and/or 5) above please explain below:

General Information

- The Mount Sinai School district does not discriminate in the employment of its personnel. Included, but not all-inclusive is non-discrimination based on sex, national origin, handicap, race, religion, marital status, age, color or sexual orientation.
- This application must be complete in full. The attachment of a resume will be helpful.
- Our acceptance of this application is no guarantee that you will receive an interview and/or appointment.
- Candidacy for employment in the Mount Sinai School district is based solely upon professional ability.
- Appointment will not become official until the candidate passes a physical examination to determine the ability to perform duties of position.
- This application will be discarded after one year.

By signing below you:

- Certify that all of the statements made in this application are true and complete.
- Agree to have a background check completed on you. Such check may include references, criminal/felony, credit and motor vehicle

Signature _____ Date _____

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