

**Fayetteville-Manlius School District**  
8199 East Seneca Turnpike  
Manlius, NY 13104-2140

**Application For Non-Instructional Position**

Please Print or Type

Position Desired \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Initial

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

**EDUCATION**

<u>Name of Schools Attended</u>	<u>Number of Years</u>	<u>Graduated Yes/No</u>	<u>Course</u>
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High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

1. If applying for a permanent position, are you willing to do substitute work? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you interested in employment for: 10 months \_\_\_\_\_ 12 months \_\_\_\_\_

3. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

4. Have you ever been employed by the Fayetteville-Manlius School District? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state date and position \_\_\_\_\_

5. Have you had your fingerprints submitted to the NY State Education Department? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you have:  
Typing Skills? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, wpm \_\_\_\_\_  
Computer Skills? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, software programs \_\_\_\_\_

Cash Register Experience? Yes \_\_\_\_\_ No \_\_\_\_\_

CDL-B License? Yes \_\_\_\_\_ No \_\_\_\_\_

**Additional skills/training which qualify you for this position:** \_\_\_\_\_

**Equipment Operated:** \_\_\_\_\_

If you are applying for a Transportation position, list driver's license # \_\_\_\_\_

**FORMER EMPLOYMENT (List most recent employer first)**

Employer\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Position\_\_\_\_\_ Salary\_\_\_\_\_ Reason For Leaving\_\_\_\_\_

Job Duties\_\_\_\_\_

Employer\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Position\_\_\_\_\_ Salary\_\_\_\_\_ Reason For Leaving\_\_\_\_\_

Job Duties\_\_\_\_\_

Employer\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Position\_\_\_\_\_ Salary\_\_\_\_\_ Reason For Leaving\_\_\_\_\_

Job Duties\_\_\_\_\_

**REFERENCES (Other than relatives)**

Name\_\_\_\_\_ Occupation\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

Name\_\_\_\_\_ Occupation\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

Name\_\_\_\_\_ Occupation\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

**The Board of Education requires a physical examination and proof of citizenship or immigration status as a condition of employment.**

**I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application or termination of employment.**

\_\_\_\_\_  
Date\_\_\_\_\_  
APPLICANT'S SIGNATURE**FAYETTEVILLE-MANLIUS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

The Fayetteville-Manlius School District does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, sex, national origin, or race in the educational programs and activities which it operates.