

HUMAN RESOURCES OFFICE  
 21 PAGE AVENUE  
 COHOES, NY 12047  
 518-237-0100 EXT. 2359  
 518-233-1878 FAX



**APPLICATION FOR EMPLOYMENT – NON- INSTRUCTIONAL**

(All Non-instructional applicants will be required to complete this application at time of interview.)  
**PLEASE PRINT**

NAME: (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_

PRESENT ADDRESS – STREET AND NUMBER \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PERMANENT ADDRESS (if different) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_ VACANCY # (if applicable) \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Have you ever worked for the Cohoes City School District before?  Yes  No

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Are you currently a member of a NYS Retirement System?  Yes  No If yes, which system  TRS  ERS and number? \_\_\_\_\_

SCHOOLS ATTENDED: HIGH SCHOOL, UNDERGRADUATE SCHOOL, GRADUATE SCHOOL, OTHER					
NAME AND LOCATION	YEARS ATTENDED		DIPLOMA, DEGREE OR GED	COMPLETED YES/NO	FIELDS OF STUDY
	FROM	TO			

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE				
EMPLOYER AND LOCATION	YEARS EMPLOYED		TYPE OF POSITION (Full, Part-Time, Seasonal, Temporary)	REASON FOR LEAVING
	FROM	TO		

REFERENCES			
Please list at least three professional references; two must be direct supervisors who can provide <u>information on your qualifications for this position.</u>			
NAME	POSITION/TITLE	ADDRESS	PHONE

**PLEASE ANSWER THE REQUIRED LEGAL QUESTIONS**

1. Are you a citizen of the United States of America?  Yes  No
2. Have you ever been convicted of a crime?  Yes  No
3. Have you ever been dismissed or asked to resign from a position?  Yes  No
4. Have you ever resigned in lieu of facing termination, discipline and/or charges of misconduct?  Yes  No
5. Are any criminal charges currently pending against you?  Yes  No
6. Are you being investigated or under discipline at your current job?  Yes  No

If yes to 2, 3, 4 and/or 5 above, please explain below and attach additional sheets as necessary: \_\_\_\_\_

\_\_\_\_\_

- 7. Have you ever been dishonorably discharged from military duty? Yes No
- 8. Are you legally eligible for employment in this country? Yes No
- 9. Have you ever been fingerprinted by the NYS Education Department? Yes No

The Cohoes City School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, employment and admissions and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources, at tgarceau@cohoes.org, 518-237-0100 ext. 2359, 21 Page Avenue Cohoes, NY 12047. Inquiries concerning the application of the Cohoes City School District nondiscrimination policies may also be referred to the Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005-2500, telephone: 646-428-3900, FAX: 646-428-3843, TDD: 800-877-8339, email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Please submit this application along with your resume and cover letter and forward copies of your certification and transcript or placement folder. Also, please attach any additional experience or background information that will qualify you for this position.

**COHOES CITY SCHOOL DISTRICT**  
Human Resources Office  
21 Page Avenue, Cohoes, NY 12047 ♦ Phone: 518-237-0100 ext. 2359 ♦ Fax: 518-233-1878

**AFFIRMATION:** I affirm that all statements made on this form, including any accompanying papers, are true, accurate and complete to the best of my knowledge under penalty of perjury. I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for subsequent dismissal from employment if I am hired. I voluntarily give the Cohoes City School District the right to investigate my past employment and all statements contained in this application.

**AUTHORIZATION:** I hereby authorize the Cohoes City School District to investigate references from my previous or current employers and all statements contained in this application.

Date \_\_\_\_\_

Signature of Affirmation and Authorization \_\_\_\_\_