

**Lake Placid Central School
50 Cummings Road
Lake Placid, New York 12946
(518) 523-2475**

Employing Officials:
Initial here after
reviewing completed
application

PERSONAL INTERVIEWS ARE NECESSARY

Position Desired _____

Name in Full (Print) _____ Date ____
Last First Middle

Present Address _____ Home Phone ____
Street City State Zip

Permanent Address _____ Cell Phone ____
Street City State Zip

EDUCATION

List High School, College, or Other Attended

School	Name & Location of School	Major(s)	Years Attended	Year Graduated	Diploma or Degree

EMPLOYMENT EXPERIENCE

List in order: Present employer, next previous, etc. If presently employed, may we contact your employer?

YES NO

Name and Address	Phone	Immediate Supervisor	Duties	Employment Dates From To

REFERENCES

Please list three (3) references. Do not include names of relatives.

Name	Address	Phone	Occupation

I am qualified to use the following:

	Yes	No
Calculator		
Electronic Typewriter		
Photocopier/Fax		
Computer (List Programs Below)		

I have the following skills:

Bookkeeping Yes No Filing Yes No

Typing Speed wpm _____ Shorthand Speed wpm _____

Have you ever been charged with or investigated for sexual abuse of another person? Yes No

If yes, please explain _____

Have you (1) ever been convicted of a crime, other than a minor traffic offense, or (2) ever entered a plea of guilty or a plea of "no contest" or has any court ever deferred further proceedings without entering a finding of guilty and place you on probation, for any crime other than a minor traffic offense? Yes No

If yes, please explain _____

Have you ever been arrested and convicted of a traffic violation? Yes No

If yes, please indicate date(s) and explain _____

When could you begin work? _____

Have you taken a Civil Service examination? Yes No

Job Classification _____ Exam Date _____

How many days were you absent from work last year? _____

ADDITIONAL (Complete in your own handwriting) Provide other information that will assist us in arriving at an estimate of your qualifications. If additional space is required, feel free to attach additional sheet(s). _____

AS AN APPLICANT YOU AGREE TO AND UNDERSTAND THE FOLLOWING:

I hereby certify that the information found within this application has been provided voluntarily and I waive any right to assert discrimination on the basis of that which has been divulged. I hereby authorize all persons, firms, corporations, educational institutions, and organizations of any kind to release to the Lake Placid Central School any and all information, files, or records pertaining to this application, and to permit inspection, and to furnish copies of any documents pertinent to this application. I further authorize any and all persons in any capacity to answer any and all questions in any form that may be submitted to them concerning this application. I hereby acknowledge that each and every statement made in this application is true and complete to the best of my knowledge and belief; I further agree to contact the Lake Placid Central School and correct any statement contained herein and discovered to be untrue or incomplete prior to my employment in said school district. I understand that if employed, falsified statements may be considered sufficient cause for dismissal. I further understand that this application will become a part of my permanent personnel file should I be employed by Lake Placid Central School.

Signature of Applicant

Date