

In compliance with Title IX of the Educational Amendments Of 1972 (U.S. Congress), it is the policy of the Wyoming Central School District not to discriminate on the basis of sex, religion, national origin, age, physical ability, or marital status in admissions, employment and treatment of students and employees in any education program or activity.



**1225 State Route 19  
PO Box 244  
Wyoming, NY 14591-0244**

Phone: (585)495-6222  
Fax: (585)495-6341  
[www.wyomingcsd.org](http://www.wyomingcsd.org)

## **NON-INSTRUCTIONAL APPLICATION**

**Name:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_

**For the position of:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please complete the entire application.  
If any part does not apply to you, please indicate by marking N/A.**

**Return completed application together with your resume to:**

Michele Pearce  
Secretary to the Superintendent  
Wyoming Central School  
1225 Route 19  
PO Box 244  
Wyoming, NY 14591-0244  
[mpearce@wyoming.k12.ny.us](mailto:mpearce@wyoming.k12.ny.us)

## PERSONAL DATA

1. Name: \_\_\_\_\_  
(First) (Middle) (Last)

2. Permanent Address: \_\_\_\_\_

3. Local Address: \_\_\_\_\_

4. Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Social Security #: \_\_\_\_\_

7. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

8. Are you an ERS Retirement System Member?  Yes \_\_\_\_\_  No  
(If yes, place number here)

9. Are you a NYS Retirement System Member?  Yes \_\_\_\_\_  No  
(If yes, place number here)

10. Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

11. Earliest Date Available for Employment: \_\_\_\_\_

12. Do you have appropriate standing with the Civil Service Commission at the time of this application?  Yes  No

If yes, list those job titles where your name appears on a Civil Service List:

\_\_\_\_\_  
\_\_\_\_\_

If no, please fill out and attach a Wyoming County Civil Service application

13. Have you ever been convicted of a felony or misdemeanor?  Yes  No

If "Yes", state the date, location, and nature of the act \_\_\_\_\_

\_\_\_\_\_

## PROFESSIONAL DATA

**14. Educational Preparation:** (In chronological order)

High School and College/University	Address	Dates Attended	Nature of Studies Major/Minor	Degree & Date

**15. Work Experience:** (Please indicate if position was Full or Part Time)

Firm or Organization	Address	Dates	Position

**16. References:** (Please include administrators and supervisors who have first-hand knowledge of your character, personality, scholarship and ability. Please include references from your last or present employer.)

Name	Title	Organization & Mailing Address	Phone #

**17. Candidates Page**

We are interested in any further information that may distinguish your application. This should include describing:

1. Why you are a candidate for the position noted; and
2. Personal activities such as travel, honors, publications, advance written work, participation in special program, any special hobbies or interests. Please use additional piece of paper or use the back of this page.

### **Important**

I understand that the Wyoming Central School District will be making an extensive inquiry regarding my background and experience, and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) as long as the information is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by the District regarding my application will be the property of the District and will not be released to me unless required by Federal or State statutes or regulation.

### **Attestation**

I hereby affirm that the information provided within this application and attached hereto is true and correct to the best of my knowledge.

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Signature

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Date