



CENTRAL SQUARE CENTRAL SCHOOLS
DISTRICT OFFICE 44 SCHOOL DRIVE
CENTRAL SQUARE NY 13036
(315) 668-4220 FAX (315) 668-4237
NON-INSTRUCTIONAL APPLICATION



NAME:

WHICH SCHOOLS ARE YOU AVAILABLE TO WORK? <input type="checkbox"/> A. A. COLE ELEMENTARY <input type="checkbox"/> BREWERTON ELEMENTARY <input type="checkbox"/> HASTINGS ELEMENTARY <input type="checkbox"/> MILLARD HAWK ELEMENTARY <input type="checkbox"/> P. V. MOORE HIGH SCHOOL <input type="checkbox"/> CENTRAL SQUARE MIDDLE SCHOOL	<div style="text-align: right; margin-bottom: 10px;"> <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SUBSTITUTE </div> APPLYING FOR THE FOLLOWING: <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> TYPIST <input type="checkbox"/> FOOD SERVICE </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> SCHOOL MONITOR <input type="checkbox"/> SCHOOL NURSE </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> BUS MONITOR <input type="checkbox"/> CUSTODIAL/MAINT. </div> <input type="checkbox"/> GROUNDWORKER <input type="checkbox"/> OTHER: _____
DAYS AVAILABLE: (PLEASE CHECK ALL THAT APPLY) <div style="display: flex; justify-content: space-between;"> MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	

This application becomes part of your record. All parts must be completed in full.

PERSONAL INFORMATION (please print or type)

Last Name	First	Middle Initial
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Complete Mailing Address	City	State	Zip Code
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Telephone (____) _____ or (____) _____ Email _____

Daytime Cell

Is any additional information relevant to a change of name, use of an assumed name, or nickname, necessary to enable a check on your employment and education records? _____ If yes, please explain: _____

Social Security Number _____ TEACH ID Number _____

Are you authorized to work in the U.S.? _____ If no, do you have a legal right to remain permanently in the US? _____

Have you served in the U.S. armed forces? _____ If yes: Branch of Service _____

When would you be available for a position? _____

Do you have a Civil Service Rating? _____ If YES, what examination have you passed? _____

Are you a typist? _____ If YES, how many words per minute are you able to type accurately? _____

What word processing programs are you familiar with? _____

Have you received fingerprint clearance through the NYS Education Department? ☐ YES ☐ NO

(See last page for more information regarding fingerprinting)

Have you ever been terminated or released from a position? ☐ YES ☐ NO If YES, please explain: _____

Have you ever been convicted of a crime? ☐ YES ☐ NO If YES, please explain: _____

EDUCATIONAL AND PROFESSIONAL TRAINING

EDUCATION	NAME AND LOCATION (City and State)	MAJOR SUBJECT OR COURSES	DEGREE
High School			
College			
Additional Graduate Work or Special Training			

OTHER WORK EXPERIENCES

(List your present, or most recent, position first and work back.)

DATES FROM TO	EMPLOYER NAME AND ADDRESS	TYPE OF WORK/DUTIES	REASON FOR LEAVING

Do you have any restrictions that the District should be made aware of that would impair your ability to perform the job that you are applying for? _____

Please add any additional information related to your qualifications or interest in the position that you are applying for:

PROFESSIONAL REFERENCES

List 3 individuals, whom you are not related to, who have knowledge of your abilities for this position.

Complete names and mailing addresses

1. _____
2. _____
3. _____

I hereby authorize the Central Square Central School District to make any investigation of my personal or employment history and authorize any former employer, person, or government agency to give the Central Square Central School District any information they may have regarding me. I also release the Central Square Central School District and all parties who provide information pursuant to this authorization from any liability as a result of furnishing and receiving said information. I hereby certify that the information on this application is true, accurate and complete to the best of my knowledge. Any falsification will be sufficient cause for disqualification or dismissal. References and personal information which become part of this record are to be regarded as confidential and will not be revealed to me.

Signature _____

Date _____

An Equal Opportunity Employer

THIS APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR



CENTRAL SQUARE CENTRAL SCHOOLS

DISTRICT OFFICE 44 SCHOOL DR.

CENTRAL SQUARE NY 13036

(315) 668-4361 FAX (315) 668-4237



Memorandum

To: All Applicants
From: Personnel Office
Subject: Fingerprinting
Date: Effective July 1, 2001

Due to a law that was passed, effective July 1, 2001, the New York State Education Department requires all school districts to obtain fingerprint clearance for prospective employees.

The fingerprint process supports criminal history background checks on all applicants. In order to receive New York State Education fingerprint clearance to work in our district a prospective employee must either complete the actual fingerprinting process or, have previously received NYS Education fingerprint clearance (ex. completed in another school district). If you have already received clearance through NY State Education Department please make sure the appropriate box is check marked on the application. If you need to be fingerprinted please see the following information.

To be fingerprinted you will need to contact MorphoTrust to schedule a fingerprinting appointment. This can be done by going to their website at www.identogo.com and clicking on New York State on the map, or calling (877) 472-6915.

If there are any questions, please see the attached question and answer sheet and feel free to contact our office.

Thank you,
Central Square Personnel

Fingerprinting Process from Start to Finish as of July 14, 2017

On **July 14, 2017**, the ORI TEACH will no longer be in use. You must use the Service Code or URL below to schedule your fingerprinting appointment.

1. All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust. There are three ways to schedule an appointment:
 - a. Log onto www.IdentoGO.com and enter the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employment	14ZGR7

- b. Click on the appropriate URL from this table below:

APPLICANT FOR	URL
Certification	https://uenroll.identogo.com/workflows/14ZGQT
Employment	https://uenroll.identogo.com/workflows/14ZGR7

- c. Call MorphoTrust at: 877-472-6915 to schedule an appointment.

If you have any questions, please contact the NYSED Fingerprint Helpdesk at: ospra@nysed.gov or call (518) 473-2998.

Fingerprinting Changes Frequently Asked Questions

Q: How do I schedule a fingerprinting appointment?

A: Contact MorphoTrust by going to their website at www.identogo.com or calling (877) 472-6915.

Q: What method of payment can I use for my fingerprint application fee?

A: The fingerprinting fee can be paid on-site at the time of the fingerprinting appointment with a check or credit card. Make checks payable to "IDEMIA".

Q: What is the total fee for fingerprinting?

A: The total fee for fingerprinting is \$101.75.

Q: Where are the MorphoTrust locations in the state?

A: A list of currently available locations can be found at www.identogo.com.

Q: Are photos required to be submitted?

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

Q: What kind of ID information do I need to provide for fingerprinting?

A: You **must have** two (2) forms of identification. At least one form of identification must contain a photo.

Acceptable Photo Identification Documents

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal, State or Local Government

Additional Identification Documents

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)
- U.S. Citizen ID Card (Form I-197)
- School Record or Report Card (*only accepted for applicants under the age of 18*)
- Clinic, doctor or hospital record (*only accepted for applicants under the age of 18*)

Q: What if I need to be fingerprinted for my New York State teacher or administrator certification and I do not reside in New York State?

A: There are two options:

1. You can make an appointment at a MorphoTrust Enrollment Center in New York State; or
2. You can contact NYSED at ospra@nysed.gov for instructions on how you may satisfy the fingerprinting requirement for purposes of certification only.

Q: How will I know if my fingerprints are rejected?

A: MorphoTrust will contact applicants whose fingerprints are rejected using the telephone contact information provided during the fingerprint application process. If they are unsuccessful after three attempts, then MorphoTrust will attempt to notify the applicant of the rejection by sending a letter to the applicant at the address provided. When an applicant receives notice that their fingerprints have been rejected, it is imperative that they follow up with MorphoTrust to be reprinted in a timely manner. Failure to do so may result in an inability to complete the existing application and the requirement that the applicant start the process over and pay a new fee.

Q: How does NYSED find out that I have been fingerprinted?

A: Information provided to MorphoTrust during the fingerprint application process is electronically transmitted to the TEACH system maintained by NYSED.

Q: How can I find out information about my fingerprints?

A: Applicants that have an account in TEACH (i.e., teacher certification applicants or holders) and school employment applicants who have created an account in TEACH can view information about the status of their fingerprint application in TEACH.

Q: Will school employers still be able to view information about the status of a fingerprint application in TEACH?

A: Yes. School employers will be able to view messages in TEACH that provide status information relative to the progress of a fingerprint application. The status messages are anticipated to be updated on a daily basis.