

Application Process for:

Clerical, Central Kitchen, Computer Specialist, Custodial / Maintenance, Monitor, Nurse, Security, Trades

All above mentioned applications are available on the Utica City School District Website or at the Administrative Building located at 929 York Street, Utica, New York 13502

Kindly complete the below information for **Clerical, Central Kitchen, Computer Specialist, Custodial / Maintenance, Monitor, Nurse, Security, Trades** and forward this information to:

**Sara E. Klimek, Chief Human Resources Officer
Human Resources Department
929 York Street
Utica, New York 13502
(315) 792-2243**

- **Letter of interest**
- **Completed Application**

And also a Civil Service Application for the following positions:

- **Clerical**
 - **Computer Specialist**
 - **Custodial / Maintenance**
 - **Nurse**
- **Fingerprint clearance through NYS Education Department**
 - **Resume**
 - **Three (3) Letters of Reference**
 - **Copy of License and social security card OR passport**

❖ Please note that all applications need to be completed in their entirety. *Do Not Indicate "See Resume".*