



929 York Street  
Utica, New York 13502

## Utica City School District

(315) 792-2243  
Facsimile (315) 792-4885

### **FOOD SERVICE / MONITOR APPLICATION**

*Please complete this application in its entirety (Do Not Indicate "See Resume") and return along with your letter of interest, resume, and three (3) current letters of reference to the Personnel Department of the Utica City School District*

*Please print or type all information. Complete all sections*

#### **I. GENERAL INFORMATION**

Position Desired: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street Apt.

City State Zip

Mailing Address: \_\_\_\_\_  
(If different from above) Street Apt City State Zip

Telephone Numbers (Home) (\_\_\_\_) \_\_\_\_\_ (Work) (\_\_\_\_) \_\_\_\_\_  
(Cell) (\_\_\_\_) \_\_\_\_\_ (Fax #): (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Present Position: \_\_\_\_\_  
Title School

\_\_\_\_\_  
Street City State Zip (\_\_\_\_) Telephone #

Have you ever worked for the Utica City School District? (Check one) Yes: \_\_\_\_ No: \_\_\_\_

If "Yes": When: \_\_\_\_\_

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

#### **II. MILITARY BACKGROUND**

Are you a Veteran? (Please check)

Yes: \_\_\_\_ No: \_\_\_\_

#### **III. EDUCATIONAL BACKGROUND**

High School	City and State	Major / Minor	Degree OR GED / Highest Grade Completed	GPA
Food Service Course	City and State	Major / Minor		
College / University	City and State	Major / Minor		
Other	City and State	Major / Minor		

#### IV. WORK EXPERIENCE

(List most current first)

_____ From / To	_____ Employer & Location (City/State)	_____ Position Title	_____ Wage	_____ Reason for Leaving
_____ From / To	_____ Employer & Location (City/State)	_____ Position Title	_____ Wage	_____ Reason for Leaving
_____ From / To	_____ Employer & Location (City/State)	_____ Position Title	_____ Wage	_____ Reason for Leaving
_____ From / To	_____ Employer & Location (City/State)	_____ Position Title	_____ Wage	_____ Reason for Leaving
_____ From / To	_____ Employer & Location (City/State)	_____ Position Title	_____ Wage	_____ Reason for Leaving

If additional space is needed, please attach a separate sheet to this application indicating the above information.

#### V. ADDITIONAL SKILLS, HONORS AND DISTINCTIONS

Please use this space to describe what special skills you have that will make you valuable to the assignment you have or might be given.

#### VI. REFERENCES

Give three references (include your most recent employer and supervisors under whom you have worked who have first-hand knowledge of your character, personality, scholarship, skills, and leadership ability).

Name	Title	Employer/ Address	Phone - Work	Phone - Home/ Cell
			(     )	(     )
			(     )	(     )
			(     )	(     )

#### VII. PERSONAL INFORMATION

(Circle Yes or No for each question)

Have you ever been convicted of a felony or misdemeanor?	Yes	No
Are any criminal charges pending against you?	Yes	No
Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)?	Yes	No
Have disciplinary charges ever been preferred against you by an employer?	Yes	No
Have you ever resigned as an alternative to facing charges or dismissal?	Yes	No

(If yes, please attach an explanation on a separate sheet.)

I affirm that any answers to the questions in this application are true and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation will be cause for immediate discharge. Furthermore, I voluntarily give the Utica City School District the right to inquire about my past employment and all statements contained in this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

The Utica City School District is an equal-opportunity organization that does not discriminate on the basis of race, creed, sex, age, handicapping conditions, or national origin in admission or access to, or treatment or employment in, program and activities.

**UTICA CITY SCHOOL DISTRICT**  
929 York Street  
Utica, New York 13502

**MICHELE D. LaGASE**  
Director of Human Resources

(315) 792-2243  
Facsimile (315) 792-4885

**NOTICE AND RELEASE**

**IN CONNECTION WITH  
EMPLOYMENT APPLICATION**

In connection with my application for employment with the Utica City School District, I hereby voluntarily authorize the Utica City School District, or another entity whose services are retained by the district, and their employees or agents, to make a complete and comprehensive inquiry into my background, attributes and present and past activities, and to utilize this release in the conduct of such inquiry. To facilitate this inquiry, I authorize and request former employers, teachers and educational officials, government authorities and any other person or organization having knowledge concerning me to disclose to the district by all appropriate governmental and law enforcement agencies of records of convictions involving me.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

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

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