



**BOCES Southern Westchester**  
**THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

17 Berkley Drive, Rye Brook, New York 10573  
 (914)937-3820

**EMPLOYMENT APPLICATION for SUBSTITUTES**

POSITION APPLYING FOR: Substitute Teacher / Teaching Assistant / Teacher Aide DATE: \_\_\_\_\_

NAME \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ARE YOU A U.S. CITIZEN? YES ( ) NO ( ) ARE YOU A VETERAN? YES ( ) NO ( )

ARE YOU A VOLUNTEER FIRE FIGHTER? YES ( ) NO ( )

IF NOT A U.S. CITIZEN, ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT? YES ( ) NO ( )

**EDUCATION:**

NAME OF INSTITUTE & LOCATION INCL. HIGH SCHOOL BUSINESS SCHOOL, ETC. – List most recent first	DEGREE OR DIPLOMA & DATE REC'D	AREA(S) OF SPECIALIZATION

**EMPLOYMENT EXPERIENCE: LIST MOST RECENT EXPERIENCE FIRST**

EMPLOYER AND COMPLETE ADDRESS	DATES FROM – TO	TYPE(S) OF POSITION	REASON FOR LEAVING

What special skills do you have? \_\_\_\_\_

Where did you learn about BOCES? \_\_\_\_\_

Do you have certification/license? \_\_\_\_\_ If yes, indicate area: \_\_\_\_\_

What days are you available? \_\_\_\_\_

Do you have a preference as to the type of children you would like to work with: \_\_\_\_\_

## REFERENCES

Give three references, including those people who have had direct supervision of your work. If presently employed, include your present employer.

NAME	POSITION	PRESENT ADDRESS	PHONE #
1.			
2.			
3.			
4.			
PLEASE PLACE AN ASTERICK (*) BEFORE THOSE REFERENCES WE SHOULD NOT CONTACT UNTIL YOU GIVE PERMISSION.			

A. Have you been fingerprinted and cleared by the State Education Department after July 1, 2001?  
 Yes ( ) ( ) No

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**PLEASE ANSWER "YES OR "NO" TO THE FOLLOWING QUESTIONS:**

1. Have you ever been convicted of a crime (other than minor traffic violations)? Yes ( ) No ( )
2. Are any criminal charges pending against you for any offense (other than minor traffic violations)?  
 Yes ( ) No ( )
3. Have you ever been discharged from a position? Yes ( ) No ( )  
 If yes, why? \_\_\_\_\_
4. Have you ever resigned as an alternative to facing charges or dismissal? Yes ( ) No ( )
5. Has the Family Court or any court ever rendered a finding indicating that you have abused or neglected a child? Yes ( ) No ( )
6. Are you related to anyone employed by BOCES? Yes ( ) No ( )  
 If yes, who and state relationship (list all) \_\_\_\_\_

**CONFIDENTIAL ATTACHMENT TO APPLICATION FOR EMPLOYMENT INSTRUCTIONS**

If, on your application, you indicated "Yes" in response to questions 1 through 5, please set forth, on a separate piece of paper, detailed and truthful information concerning your response. Then, sign and date your response and place it in an envelope, which you should seal and staple to this application. Note that none of the above circumstances represents an automatic bar to employment at BOCES.

**APPLICANT'S STATEMENT**

I declare and affirm that the statements made in the foregoing application, including accompanying statements, resumes and transcripts, are true, complete and correct and have been made by me in order to gain employment in the BOCES Southern Westchester with knowledge that they will be relied upon. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements contained herein, and authorize the references listed above to give you any and all information concerning my previous employment, and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

## **SWBOCES NON-DISCRIMINATION POLICY**

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status.

This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

### **Civil Rights Compliance Officers**

Suzanne Doherty Director of Human Resources 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org	Stephen Tibbetts Assistant Superintendent for Business & Administrative Services 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org
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