



HAMBURG CENTRAL SCHOOL DISTRICT NOTICE OF VACANCY

Type of Posting: INTERNAL/EXTERNAL POSTING

Posting Date: February 4, 2020

Posting End Date: February 11, 2020

LABORER- UPS FULL-TIME (NON-COMPETITIVE/PERMANENT)

Hours: MONDAY through FRIDAY, Second Shift, 3:00pm – 11:30pm

EFFECTIVE DATE: ASAP

APPLICATION:

Internal Applicants: Letter of Intent and inquiries regarding the position should be emailed to: SBykowicz@hcsdk12.org, **OR** mail to:

Hamburg Central School District
C/O: Stephen Bykowicz, Maintenance Crew Chief
5305 Abbott Road
Hamburg, NY 14075

By February 11, 2020. Letter of intent should include your qualifications.

External Applicants: May submit an electronic application or use the paper application.

1. **Electronic:** Please submit an on-line application using the WNYRIC Applicant Tracking System, www.wnyric.org/application , and include all the following documents as attachments: Letter of Interest, Resume, and 3 References.

OR

2. **Paper Application:** May submit a paper application, which is attached. Please include a Cover Letter, Resume and 3 References.

Mail to:

Hamburg Central School District
Department of Human Resources
5305 Abbott Road
Hamburg, NY 14075



Mail to: Hamburg Central Schools
Department of Human Resources
5305 Abbott Road
Hamburg, New York 14075

HAMBURG CENTRAL SCHOOL DISTRICT
School Related Personnel
APPLICATION FORM
(Non-Instructional)

Date: _____

1. Name: _____
Last First Middle

2. Present Address: _____
Street City, State Zip Code

(Please fill out question #3 if different from #2).

3. Permanent Address: _____
Street City, State Zip Code

4. Telephone # CELL: _____ **HOME:** _____

5. Are you legally authorized to work in the U.S.? _____ Yes _____ No

6. Have you ever been convicted of a crime? _____ Yes _____ No

7. What is your current position? _____

8. Are you interested in a full-time or a part-time position? _____ FT _____ PT _____ Either

9. Are you interested in being a substitute? _____ Yes _____ No

10. Please check-mark the jobs for which you wish to apply:

_____ Teacher Aide _____ School Monitor (Hall) _____ Cafeteria Monitor

_____ Food Service Helper Substitute _____ Clerical

_____ Buildings and Grounds Positions Other: _____

10. EDUCATIONAL AND PROFESSIONAL TRAINING

EDUCATION	GRADUATED		DEGREES RECEIVED	SUBJECT OR SPECIALIZATION
	YES	NO		
Grade School:				
High School:				
GED:				
Trade, Business:				
Apprenticeship:				
College:				

11. WORK EXPERIENCE

EMPLOYER	LOCATION	POSITION HELD	DATES	
			From	To

12. REFERENCES: Please list three references that have first-hand knowledge of your character, personality, and scholarship. Please exclude relatives.

NAME	OCCUPATION OR POSITION	PRESENT ADDRESS and/or EMAIL ADDRESS	TELEPHONE
1.			Wk: Hm.: Cell:
2.			Wk: Hm.: Cell:
3.			Wk: Hm.: Cell: