



## HAMBURG CENTRAL SCHOOL DISTRICT NOTICE OF VACANCY

**Type of Posting:** INTERNAL/EXTERNAL POSTING

**Posting Date:** April 26, 2022

**Posting End Date:** May 31, 2022

### PT SUB CLEANER SUMMER HELP – DISTRICT WIDE PART-TIME (NONCOMPETITIVE)

**Hours:** Will vary

**EFFECTIVE DATE:** 6/27/2022

#### **APPLICATION:**

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

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

**By May 31, 2022**, 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](http://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  
Buildings & Grounds  
5305 Abbott Road  
Hamburg, NY 14075



Mail to: Hamburg Central Schools  
Buildings & Grounds  
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: