



EAST AURORA EDUCATIONAL FOUNDATION

Job Application Administrative Assistant

The East Aurora Educational Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, marital status, age, national origin, disability, creed, sex, sexual orientation, genetic predisposition, status as a disabled or Vietnam Veteran or victim of domestic violence or any other basis protected by law (unless a bona fide occupational qualification applies).

The East Aurora Educational Foundation complies with the Americans with Disabilities Act and will consider all requests for reasonable accommodations on a case-by-case basis.

Directions:

- Type directly on this form, print and forward it, or print and complete before forwarding it, with your letter of application and all supporting materials, to East Aurora Educational Foundation, 430 Main Street, East Aurora, New York 14052 or attach to an email to eastauroraef@gmail.com.
- You are invited to add or attach any additional information which will assist the EAEF in its evaluation.
- Applicants must complete the entire application. **(Do not indicate “see attached vitae or materials”)**

Incomplete Applications May Not Be Considered

Last Name _____ First Name _____ MI _____

Current Position _____

Business Address _____

Home Address _____

Phones: Home _____ Work _____ Cell _____

Professional Education

Institution	Degree	Major	Dates

Employment Record

Please supply a complete list of full-time experiences. List most recent first.

Organization/Company	Position	Dates

References

Please list the names of, at least, two persons who know of your professional work and qualifications.

Name	Address	Phone

Employment and Criminal History

⇒ Have you ever been convicted, pled guilty or pled nolo contendere or no contest to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation? DUI, DUAI or DWI convictions are not minor and must be reported. *(Do not include sealed convictions or convictions as youthful offender.)*

Yes

No

If yes, please state the nature and dates of conviction(s) or plea(s) and, if applicable, date(s) of release from prison:

Please note that a conviction will not necessarily disqualify a potential employee from employment. Factors such as age and date of conviction, the seriousness and nature of the crime, rehabilitation, and the relationship of the crime to the job duties will be considered in determining whether a record of conviction will disqualify you from employment.

⇒ Have you ever been dismissed from, resigned from, entered into a settlement agreement or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?

Yes

No

⇒ Have you ever been asked to leave a place of employment (or volunteer position) or resigned in lieu of being terminated?

Yes

No

If you answered “yes” to any of these questions, please attach a full explanation for your answer(s) on a separate sheet of paper.

Conditions for Employment

I hereby certify that the information provided by me in this application is accurate, complete and true to the best of my knowledge. I understand that any omission, falsification, or misrepresentation of information by me in this application or during the interview process, regardless of when such misrepresentation or omission is discovered, is grounds for refusal to hire or, if I have been hired, for termination and I release the East Aurora Educational Foundation from any liability if I am terminated because of any misstatements, omissions, or false information provided on this application.

I hereby grant permission to the East Aurora Educational Foundation to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I have enrolled, to fully investigate my background. I authorize the Foundation to verify the information which I have stated in this application or during the interview process to the full extent permitted by law. Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by the East Aurora Union Free School District, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check. I hereby indemnify, release and forever discharge and hold the East Aurora Educational Foundation and its officer, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results or any lawful use of the results or disclosure thereto.

I understand that the completion of this employment application does not guarantee that I will be employed by the Foundation. I further understand that the Foundation is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Foundation. In the event that I am employed, I agree to conform to the Foundation’s rules and regulations and that the policies and procedures relating to conditions of employment are subject to modification at any time.

I HAVE CAREFULLY READ THE ABOVE CONDITIONS FOR EMPLOYMENT AND I UNDERSTAND AND AGREE TO ITS TERMS.

Signature _____ Date _____