

**BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT
MERRICK, NEW YORK**

Volunteer Confidential Telephone Reference

Name of Applicant: _____ Date: _____

Reference:

Name: _____ Telephone: _____

Title: _____

District/Organization: _____

Relationship to Candidate: _____

Place an (X) in the appropriate column

	<u>Inadequate</u>	<u>Adequate</u>	<u>Strong</u>	<u>Outstanding</u>	<u>N/A</u>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you employ applicant if you were responsible for hiring? Yes No

Additional Comment(s): _____

**BELLMORE-MERRICK
CENTRAL HIGH SCHOOL DISTRICT**

INTERVIEW SHEET – VOLUNTEER

Candidate's Name: _____ Position Applied For: _____

Date of Interview: _____ School: _____

Rate candidate by placing a check in appropriate column.	Inadequate	Adequate	Strong	Outstanding
Understanding of Position				
Experience with Children				
Judgment				
Enthusiasm				
Communication Skills				
Prior relevant experience				
Potential for Growth				

Write narrative comments
below for each of these
and other relevant qualities.

RECOMMENDATION: (Please check one category)

CONSIDER FURTHER

NO CONSIDER FURTHER

Interviewer _____ Date Form Completed _____

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

Recommendation/Description of Task

Please write a complete statement regarding why this individual is being recommended as a volunteer to supplement the program:

Describe the tasks this individual will be responsible for:

Name: _____ Title: _____

Principal's signature: _____

Director's signature: _____

For departments with directors both signatures must be attained before submission.

**BELLMORE-MERRICK
CENTRAL HIGH SCHOOL DISTRICT**

1260 Meadowbrook Road, North Merrick, NY 11566-1500

**REQUEST FOR BOE APPOINTMENT
Volunteer**

Date: _____

Candidate: _____

Address: _____

Phone: _____ Building: _____

Position/Title: _____

Hours to be worked: _____

Please check documents reviewed:

Comments

- Application _____
- Interview Forms _____
- Recommendation _____
- 1 Reference _____

All the items required for BOE appointment have been completed and are included. I hereby recommend the above named to the Assistant Superintendent of Personnel Services for an interview.

Date

Signature of Administrator

Assistant Superintendent for Personnel

For Personnel Use:

- Coaches Certification
- NYSED Clearance received on: _____
- BOE Meeting Date: _____

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

1260 Meadowbrook Road, North Merrick, NY 11566-1500

VOLUNTEER APPLICATION - PERSONNEL OFFICE

Date of Application: _____ Social Security #: _____

Name: _____ Telephone #: _____

Address: _____ Date Available: _____

Building: _____ Department: _____

Activity: _____ Sport/Coach: _____

Are you related to an employee in the BMCHSD or a Board of Education Member? YES NOAre you a parent of a student in the district? YES NO**Education School****Types of Courses****Year Graduated**

Experience Employer**Address****Phone****From/To****Position****Supervisor**

References Name**Address****Phone****Position****Supervisor**

Have you ever been convicted of any? If "Yes", please explain.

Crime YES NO _____Violation YES NO _____Military Regulations YES NO _____**READ CAREFULLY BEFORE SIGNING:**

My signature below authorizes the Bellmore-Merrick School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the Bellmore-Merrick School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statement on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Bellmore-Merrick School District.

Signature _____ Date _____