

# REGIONAL SUMMER SCHOOL APPLICATION PROCESS

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Thank you for your interest in applying for a summer position at the GST Regional Summer School program. The following items must be submitted to the principal of the site that you are applying at. ***Please do not forward your information directly to BOCES.***

- Returning Staff members from BOCES Regional Summer School or current BOCES employees:
  - Regional Summer School one page application
  - If certification has changed, please submit a copy of the new certification. Changed / Not Changed (Please circle one)
  - Payroll information if changed from previous year. Yes / No (Please circle one)
- Staff members currently employed for a component district:
  - Regional Summer School one page application
  - GST application
  - Letter of Interest
  - One letter of reference from current employer
  - Copy of current certification
  - Payroll information
    - W4 Form
    - Employment Eligibility Verification Form
    - Drivers License Photocopy
    - Social Security Card Photocopy
- New hire to BOCES/component districts:
  - GST application
  - Letter of Interest
  - Three letters of professional reference
  - Copy of current certification
  - Completed fingerprint kit
  - Payroll information
    - W4 Form
    - Employment Eligibility Verification Form
    - Drivers License Photocopy
    - Social Security Card Photocopy
- Driver Education instructors:
  - Submit a copy of your valid driver's license
  - Copy of your Driver's Education Instructor Certificate.
  - Completed DMV form #MV-278.7 form

ONLY COMPLETED APPLICATION PACKETS WILL BE CONSIDERED FOR EMPLOYMENT.

COMPLETED APPLICATION PACKETS ARE DUE NO LATER THAN

**THURSDAY, MAY 14, 2009.**

PLEASE SUBMIT ALL APPLICATION PACKETS TO:

JOEANN MEEK

GST SUMMER SCHOOL PRINCIPAL

CAMPBELL SITE

8455 COUNTY RT. 125

CAMPBELL, NY 14821