



# Port Jervis

SCHOOL DISTRICT

**Business Office**  
9 Thompson Street  
Port Jervis, New York 12771

Phone (845) 858-3100 X15537  
Fax (845) 858-3187

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## Notice to All Applicants

- The application form must be completely filled out.
- Three letters of personal reference must be submitted with application.
- One application may be completed for multiple titles.

Examples of titles not requiring an exam:

- Automotive Mechanic
- Cleaner
- Cook Manager
- Courier
- Food Service Helper
- Groundswoker
- Laborer-Summer
- Maintenance Mechanic
- Nurse – LPN & RN
- School Monitor
- Sr. Food Service Helper
- Teacher Aide

-Applications will be kept on file for a period of one year. (Excluding applications for competitive positions)

### **After appointment:**

There is a fingerprint processing fee of \$99.00. Applicants are responsible for paying this fee. Employees will be reimbursed after having worked for the district for 30 days. (Proof of payment is required)

Instructions for fingerprinting will be provided upon appointment.