

Berlin-Boylston Public Schools Application for Employment

Position(s) applied for: _____ Date of Application ___/___/___
(Please Print)

How did you hear about us?

Newspaper
Internet

Relative
Friend

Inquiry
Other

Last Name _____	First Name _____	Middle Initial _____			
Address	Number	Street	City	State	Zip Code
Telephone Number(s) _____		E-mail address _____		@ _____	
Social Security Number (voluntary) _____ - _____ - _____					

Have you ever filed an application with us before?..... Yes No

If yes, please give date ___/___/___

Do you have a relative who works for the Berlin-Boylston Public Schools?..... Yes No

If so give **name** _____ and **relationship** _____

Are you currently under contract in another school district?..... Yes No

May we contact your employer?..... Yes No

Are you authorized to work in the United States?..... Yes No

Proof of citizenship or immigration status will be required upon employment

Date available to work ___/___/___ What is your desired salary range? _____ Are

you available to work

Full-time
Part-time

Substitute (circle days available: M T W TH F) (circle grades you prefer to teach: K-3 4-6 7-8 9-12)

PLEASE NOTE: Any person utilized as a Substitute Teacher will remain on the District "ACTIVE" list until such time as they notify us in writing that they wish to be removed from the list, and indicating the reason why.

As a condition of employment the school district is required by law to obtain Criminal Offender Record Information for any employee who may have direct and unmonitored contact with children.

Education

	Name and Address of School	Course of Study	No. of Years completed	Diploma / Degree
High School				
Undergraduate College				
Graduate Professional				
Post Graduate Other (specify)				

List Fields / Codes	Certification Type <i>Provisional Advanced Standing Standard</i>	Date of Certification	Expiration Date

MASSACHUSETTS CERTIFICATION NUMBER _____

If you are NOT presently certified in Massachusetts, state status of eligibility for certification _____

Has your certification in any state ever been suspended or revoked? ___ Yes ___ No **If yes, explain:**

TECHNOLOGY Skills Please check all that you use:

E-mail
Internet
Word Processing
Spreadsheet
Other _____

Multi-Media
Presentation Software
Macintosh
PC

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone #(s)				
Job Title	Supervisor	Salary:		
Reason for Leaving				
Employer		Dates Employed		
Address		From	To	
Telephone #(s)				
Job Title	Supervisor	Salary:		
Reason for Leaving				
Employer		Dates Employed		
Address		From	To	
Telephone #(s)				
Job Title	Supervisor	Salary:		
Reason for Leaving				
Employer		Dates Employed		
Address		From	To	
Telephone #(s)				
Job Title	Supervisor	Salary:		
Reason for Leaving				

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TOTAL Years of teaching experience: _____

Describe any specialized training, apprenticeship abilities and skills, extra curricular activities and volunteer work that support your candidacy.

Facility with LANGUAGES other than English:
Language (s) _____ **Read** _____ **Write** _____ **Speak** _____

List any hobbies, sports, travel, musical and artistic abilities, special interests, etc. that enrich your background.

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Additional Information

State any additional information you feel may be helpful to us in considering your application.

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Have you ever been convicted of a felony or criminal act?..... **Yes**
 No

An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to any inquiry herein relative to prior arrests; criminal court appearances or convictions.

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REFERENCES

List supervisors or others in authority for/with whom you have worked and who have first hand-knowledge of your job related skills and performance.

1.

(name) (title) (phone #)

Address

2.

(name) (title) (phone #)

Address

3.

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<div style="display: flex; justify-content: space-between;"> (name) (title) (phone #) </div>
<u>Address</u>

↔ **Authorization for release of information** ↔

I certify this application was completed by me and the entries contained in this application are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts requested on the application could be grounds for rejection of this application or dismissal from employment if subsequently discovered.

I authorize an inquiry, which may provide information background concerning my character, general reputation and past work performance. I hereby authorize the school department to inquire, and also authorize and request former employers, educational institutions, persons, governmental and law enforcement agencies to answer all questions which may be legally asked, and to release all information which may be legally sought. I hereby release all parties from any liability or responsibility for doing so.

If hired, I agree to comply with all rules, regulations and policies of the Berlin-Boylston Public Schools

Print Name

_____/_____/_____
Date

Signature

The Berlin-Boylston Regional School District does not discriminate on the basis of age, race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, creed, disability, veteran status, genetic information, homelessness, gender identity, or any other class protected by state or federal law.