

WACHUSETT REGIONAL SCHOOL DISTRICT
Jefferson, Massachusetts 01522
Serving the Towns of Holden, Paxton, Princeton, Rutland and Sterling

Application for Employment
NON-TEACHING

Please answer all questions below - Please print clearly and plainly

Date of Application: _____
 Position(s) applied for: _____
 Referral Source: Website___ Friend___ Relative___ Employment Agency___
 Advertisement___ Please specify _____
 Other___ Please specify _____

Name _____ **SS #** _____
 Last First Middle

Address: _____
 No. Street City State Zip

Phone: _____

Have you filed an application or been employed by the district? Yes No
 If Yes, what date(s): _____

Are you a citizen of the United States? Yes No
 If No, are you lawfully authorized to work in the United States? Yes No

Are you available to work: ___Full Time ___Part Time ___On Shift

Are you on lay-off and subject to recall? Yes No

EDUCATIONAL BACKGROUND

HIGH SCHOOL

1. _____
 School Name City State Year of Graduation

COLLEGE

1. _____
 School Name Location Course of Study Level of Completion Year(s) of attendance

2. _____
 School Name Location Course of Study Level of Completion Year(s) of attendance

3. _____
 School Name Location Course of Study Level of Completion Year(s) of attendance

In compliance with Federal and State equal opportunity laws, the Wachusett Regional School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity or disability, in the operation of the educational programs, activities, or employment policies, and no person will be excluded from or discriminated against in admission to its public schools, or in obtaining advantage and privileges in regards to courses of study and extracurricular programs of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, disability, gender identity, ELL status, housing status or other protected agency.

EMPLOYMENT HISTORY

List each job held. Start with your present or last job. Please include military service assignments. You may include verified work performed on a volunteer basis.

Employer: _____
 Address: _____
 Job Title: _____ Supervisor: _____
 Reason for Separation: _____
 Dates of Employment: _____ Salary/Hourly Rate: _____
 Duties: _____

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 Job Title: _____ Supervisor: _____
 Reason for Separation: _____
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Have you ever been terminated for cause? Yes No
 If YES, please explain:

Summarize special skills and qualifications acquired from employment of other experience:

REFERENCES

List three work related references, not related to you:

1. _____
 Reference Name and Title Company and Address Work Phone Home Phone

2. _____
 Reference Name and Title Company and Address Work Phone Home Phone

3. _____
 Reference Name and Title Company and Address Work Phone Home Phone

Have you ever been convicted of a felony, sentenced to imprisonment, convicted of a sexual offense, or convicted of a narcotic drug offense?

Yes _____ No _____ No Record* _____

*Under Massachusetts Law, you may answer "No Record" if any of the following circumstances apply:

1. You have never been arrested for violation of a criminal statute.
2. You have been arrested but never tried for a criminal offense.
3. You have been tried for a criminal offense, but not convicted.
4. You have only a first conviction and no other for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.
5. You have felony or misdemeanor convictions, which have been sealed pursuant to Massachusetts Law.

If YES, explain:

*****`

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the Wachusett Regional School District to make such investigation and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Wachusett Regional School District.

Applicant's Signature

Date

PLEASE RETURN TO:

**WACHUSETT REGIONAL SCHOOL DISTRICT
HUMAN RESOURCES
JEFFERSON SCHOOL
1745 MAIN STREET
JEFFERSON, MA 01522**

NO INTERVIEW WILL BE SCHEDULED UNTIL A COMPLETED APPLICATION (INCLUDING CORI REQUEST FORM) IS FILED WITH THE SUPERINTENDENT OF SCHOOLS