

Somerset Public Schools
Somerset-Berkley Regional School District

580 Whetstone Hill Road
Somerset, MA 02726-3700
Telephone (508) 324-3100
Fax (508) 324-3104

Application for Employment (Non-Teaching)

(PLEASE PRINT)

Date _____ (This application will be kept on file for one year from this date)

Position (s) Applied for _____

Permanent _____ Substitute _____

Referral Source ___ Advertisement ___ Friend ___ Relative ___ Walk-In___ Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone () _____ Social Security Number ____/____/____

If employed and you are under 18, can you furnish a work permit? ___ Yes ___ No

Have you filed an application here before? ___ Yes ___ No If Yes, give date _____

Have you ever been employed here before? ___ Yes ___ No If Yes, give date _____

Are you a U.S. citizen or lawfully permitted to work in the U.S. ___ Yes ___ No
(Proof of citizenship or immigration status may be required upon employment)

On what date would you be available for work? _____

Are you available to work ___ Full Time ___ Part-Time ___ Shift Work ___ Temporary

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

Somerset Public School District/Somerset-Berkley Regional School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or religion. Somerset/Berkley complies with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. To obtain information regarding compliance officers, contact the district office.

Education

	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
<u>Diploma/Degree</u> Describe Course Of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

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

Applicant's Statement

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

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 Somerset Public Schools.

Signature of Applicant

Date

Employment Experience

Start with your present or last job. Include any military service assignments. Exclude organization names which indicate race, color, religion, sex or national origin. (Work on a volunteer basis may be listed)

	From (year)	To (Year)	Supervisor	Work Performed
Job Title: _____ Employer: _____ City/State: _____ Reason for leaving: _____			Name: _____ Phone: _____	
Job Title: _____ Employer: _____ City/State: _____ Reason for leaving: _____			Name: _____ Phone: _____	
Job Title: _____ Employer: _____ City/State: _____ Reason for leaving: _____			Name: _____ Phone: _____	
Job Title: _____ Employer: _____ City/State: _____ Reason for leaving: _____			Name: _____ Phone: _____	

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

Criminal Record

(A conviction will not necessarily disqualify an applicant.)

An applicant for employment with a sealed record on file with the commissioner of probation may answer "No" with respect to an inquiry relative to prior convictions. In addition, an applicant may answer "No" with respect to adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever been convicted of a felony? _____ Yes _____ No

Within the last five years, have you been convicted and/or incarcerated for a misdemeanor, other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace?
_____ Yes _____ No

If you answered "Yes" to either or both of the above questions, please set forth the date and nature of any conviction(s)

List professional, trade, business or civic activities and offices held.
(You may exclude those which indicate race, color, religion, sex or national origin):

Give name, address and telephone number of three references who are not related to you and are not previous employers.
