

# Monson Public Schools

Post Office Box 159 • 21 Thompson Street  
Monson, MA 01057  
(413) 267-4150  
www.monsonschoools.com

## APPLICATION FOR EMPLOYMENT

For position of: \_\_\_\_\_

|  |                 |                   |
|--|-----------------|-------------------|
| If applying for a <b>substitute</b> position, please indicate: |                 |                   |
| Grade Level(s)   | Subject Area(s) | Special Education |

|   |       |   |
|---|-------|---|
| Name  |       |   |
| <b>PERMANENT ADDRESS INFORMATION</b>  |       |   |
| Street  |       |   |
| City  | State | ZIP                                     |
| Telephone Number  |       |   |
| <b>TEMPORARY ADDRESS INFORMATION</b><br><i>(This section is for college students and applicants who are using a temporary address. Complete only if necessary.)</i> |       |   |
| Street  |       |   |
| City  | State | ZIP                                     |
| Telephone Number  |       | When should we stop using this address? |

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  
Yes \_\_\_\_\_ No \_\_\_\_\_

***Proof of citizenship or immigration status will be required upon employment.***

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

***The Monson Public Schools provide equal educational and employment opportunities without regard to race, color, sex, religion, national origin, sexual orientation, and disability.***



**College Extracurricular Activities**

List any extracurricular activities in which you participated while in college, such as student government, publications, athletics, debating, music, etc.

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**Massachusetts Certification**

Field \_\_\_\_\_ Level \_\_\_\_\_ Certification Number \_\_\_\_\_

If you do not have a Massachusetts Certification, what is the status of your certification?

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When do you expect to be certified? \_\_\_\_\_

*Please enclose copies of all certifications held.*

**In what states other than Massachusetts are you certified to teach?**

| State | Field | Level |
|-------|-------|-------|
|       |       |       |
|       |       |       |

**Current Employment Information**

Are you under contract? Yes \_\_\_\_\_ No \_\_\_\_\_ Date contract expires \_\_\_\_\_

When will you be available? \_\_\_\_\_

Present salary \_\_\_\_\_ Minimum salary you would accept \_\_\_\_\_

**References**

| Name | Mailing Address | Telephone | Position |
|------|-----------------|-----------|----------|
|      |                 |           |          |
|      |                 |           |          |
|      |                 |           |          |
|      |                 |           |          |

*Please enclose copies of letters of reference.*

Include additional information which you believe will assist us in arriving at a true estimate of your qualifications.

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It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

### **Criminal Record Information**

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and 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.

Within the past five years, have you been convicted of or completed incarceration for conviction of a misdemeanor (except a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

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Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

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If you have been convicted of a felony or misdemeanor (except a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace) within the past five years, have you ever been convicted more than five years ago of a misdemeanor (except a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

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I acknowledge that the Monson Public School System may make, and hereby authorize, a criminal record inquiry to the Commonwealth of Massachusetts, Criminal History Systems Board, to obtain criminal record offender information and, where present, evaluative information, about me.

I CERTIFY THAT THE ANSWERS GIVEN BY ME TO THE FOREGOING QUESTIONS AND STATEMENTS, AND THE FACTS CONTAINED IN THIS APPLICATION, ARE TRUE AND COMPLETE. I UNDERSTAND AND AGREE THAT ANY MISREPRESENTATION, OMISSION OF FACT, OR THE GIVING OF FALSE OR MISLEADING INFORMATION, BY ME IN THIS APPLICATION OR AT MY INTERVIEW, IF ANY, WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION AND/OR DISMISSAL FROM EMPLOYMENT.

I GIVE THE MONSON PUBLIC SCHOOL SYSTEM THE RIGHT TO INVESTIGATE ALL REFERENCES AND ALL STATEMENTS CONTAINED HEREIN, INCLUDING ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, CHARACTER, AND QUALIFICATIONS. I HEREBY RELEASE THE MONSON PUBLIC SCHOOL SYSTEM AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION AND ALL OTHER PERSONS, ORGANIZATIONS, SCHOOLS, OR OTHER ENTITIES, INCLUDING MY PRIOR EMPLOYERS, FOR FURNISHING SUCH INFORMATION, FROM ALL LIABILITY FOR ANY DAMAGE OR INJURY RESULTING THEREFROM.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_