



NAUSET PUBLIC SCHOOLS
 78 Eldredge Park Way, Orleans MA 02653
 Phone: 508-255-8800 Fax: 508-240-2351
<http://nausetschools.org/>

APPLICATION FOR EMPLOYMENT

Name _____

Present address _____

Until _____, 20____ Telephone (____) _____

Permanent address _____

Social Security Number _____ E-mail address _____

List Massachusetts certificate held and field and grade level for each certificate category

Certificate number _____

Certificate title	Field	Grade level

Position(s) applied for _____

Optional information: The following questions are strictly optional. The information requested will remain confidential. Applicants will in no way be penalized for electing not to provide the information.

I wish to be identified as: African American Asian/Pacific Islander Hispanic
 American Indian Cape Verdean Bi-racial Multi-racial

Gender: Male Female

NOTE: Candidate should exercise the greatest care in preparing this application. Information given herein becomes a legal part of the contract in case of selection. Please do not omit any item. All material submitted becomes the property of the Nauset Regional School District and Union # 54.

Interviews for vacancies will be granted to finalists as determined by the Administration of the Nauset Public Schools.

ITEMS BELOW FOR OFFICE USE ONLY

Date application received by Nauset Regional School District and Union #54 _____

Date acknowledgement sent to candidate _____

Interview date _____ Hire Non-hire Notification date _____



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INSTRUCTIONS

1. *Include a copy of a transcript for all college credits.*
2. *Include a resume.*
3. *Include a copy of Massachusetts certifications*
4. *Include 3 recent letters of reference from individuals who have observed your professional work and whose names are listed below.*

Name

Address

Telephone

- (a) _____
- (b) _____
- (c) _____

5. *If you are currently under contract, we expect you to have informed your present employer if you accept an invitation to be interviewed.*
6. *If some of your records or transcripts use other names, please advise us of those names.*
7. *All applications will remain on file for one year from the date on which they are received.*
8. *Complete information on the third page of this application even though it may be included on your resume.*
9. *Finalists may be requested to provide a writing sample.*



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EDUCATION

	<i>Name of School / City / State</i>	<i>Dates Attended</i>	<i>Number of Years Attended</i>	<i>Degree Obtained</i>	<i>Major Field</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE</i>					
<i>GRAD. SCHOOL</i>					

STUDENT TEACHING (Applicant may omit this section if he/she has more than two (2) full years of teaching experience.)

<i>School(s) in which student teaching was completed</i>	<i>Address</i>	<i>Grade/Subject</i>	<i>From</i>	<i>To</i>	<i>No. of Weeks</i>

EDUCATIONAL PROFESSIONAL EXPERIENCE (List most recent first.)

<i>School</i>	<i>City & State</i>	<i>Assignment</i>	<i>From</i>	<i>To</i>	<i>Total Yrs.</i>

VOLUNTEER AND/OR NON-EDUCATIONAL EXPERIENCE (Do not include items listed above.)

<i>Employer/Supervisor</i>	<i>City & State</i>	<i>Assignment</i>	<i>From</i>	<i>To</i>	<i>Total Yrs.</i>



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The Nauset Regional School District and Union No. 54 participate in the Criminal Offender Record Information System (CORI). Nauset Public Schools require, as a condition of an offer of employment, the completion of the criminal record investigation, and shall confirm an offer of employment only after receiving written confirmation that the criminal record investigation has resulted in finding of "No Record" or until the further review regarding discretionary disqualifications is complete. Inconsistencies between the information provided by the candidate and the information received from the CORI investigation will be grounds for immediate termination.

Have you ever been convicted of a felony? Yes No

AGREEMENT

I authorize the Nauset Regional School District and Union No.54 to verify any information on this application, or contact the appropriate references.

I affirm that all statements made in this application and related materials are true and complete to the best of my knowledge, and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that falsification, misrepresentation, or omission of facts called for in this application may result in denial of employment or immediate dismissal.

Signature of applicant

Date