



TOWN OF NORTH ATTLEBOROUGH

The Town of North Attleborough/North Attleborough Public Schools is an equal opportunity/affirmative action employer. We are committed to a policy of non-discrimination in our programs, activities and educational and employment practices. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran's status, disability or any other legally protected status.

APPLICATION FOR EMPLOYMENT EMPLOYMENT INFORMATION

Position Applied for: _____

Available to work: Full-time _____ Part-time _____ Substitute _____

Have you ever been employed by the Town of North Attleborough? Yes _____ No _____

Date(s)/ Position(s) _____

If hired, when would you be available to begin work? _____

APPLICANT INFORMATION

Name: _____
Last First Middle

Address: _____
Number and Street City/State Zip

Telephone #: (____) _____ Social Security #: _____
(Voluntary, but required if employed)

Referral Source: Newspaper _____ Internet _____ Town/School Website _____ Friend/Relative _____

Do you have a valid Massachusetts driver's license? Yes _____ No _____

May we contact your present employer? Yes _____ No _____

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

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

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

Veteran of U.S. Military service? Yes _____ No _____

If Yes, Branch _____

EDUCATION

	School	City/State	Diploma/Degree	Credits
High School	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Post-Graduate	_____	_____	_____	_____

EMPLOYMENT RECORD

Begin with your present or last job.

You may include any verified work such as military service assignments, volunteer activities, student teaching, etc.

Employer: _____ Dates Employed: _____

Address: _____ Job Title: _____

Duties Performed: _____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____ Job Title: _____

Duties Performed: _____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____ Job Title: _____

Duties Performed: _____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____ Job Title: _____

Duties Performed: _____

Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Note any details about your qualifications, which should be considered. Include special skills, machines operated, licenses, professional affiliations, honors and awards, publications, etc.

TEACHING CERTIFICATION

Do you possess Massachusetts Teacher Certification? Yes ___ No ___ Certificate # _____

If you are not currently certified in Massachusetts, have you applied for certification? Yes ___ No ___
Date Applied _____

If not certified in Massachusetts, are you certified in another state? Yes ___ No ___ State ___ Certificate # _____

What level(s) are you certified in? Early Childhood _____ Elementary _____
 Middle School _____ High School _____

In what areas(s) and/or subject(s) are you certified? _____

REFERENCES

Provide information for three work-related references.

Name _____ Title _____

Address _____ Phone # _____

Name _____ Title _____

Address _____ Phone # _____

Name _____ Title _____

Address _____ Phone # _____

TO BE COMPLETED UPON EMPLOYMENT

We are glad you are interested in joining the staff of the Town of North Attleborough/North Attleborough Public Schools. Please read the following statements carefully before you sign and return this application.

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

Have you ever been convicted of any misdemeanor except for a first conviction of drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or have you completed a prison sentence as a result of such conviction within the past five years? Yes _____ No _____

If Yes, describe in full: _____

*An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to any inquiry relative to prior arrests, criminal court appearances or convictions.
An applicant for employment may answer "no record" to any inquiry relative to prior arrests, court appearances and adjudication's in all cases of delinquency or as a child in need of services which did not result in a complaint transferred.*

While the Town of North Attleborough/North Attleborough Public Schools does not require or request applicants or employees to take a lie detector test, state law requires the following notice:

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of North Attleborough and/or North Attleborough Public Schools.

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

Signature

Date



Town of North Attleborough/North Attleborough Public Schools
Human Resources Department
Woodcock Administration Building
6 Morse Street, North Attleborough, MA 02760