

LENOX PUBLIC SCHOOLS



6 Walker Street
Lenox, MA 01240
(413) 637-5550

www.lenoxps.org

EMPLOYEE APPLICATION FORM

(TO BE COMPLETED PRIOR TO THE TIME OF INTERVIEW)

Non-discrimination and equal opportunity are the policy of the Lenox Public Schools in all of its educational programs, activities, and employment practices. No person shall be discriminated against or excluded from participation or workplace advancement on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, limited English proficiency, housing status, or disability.

DATE OF APPLICATION: _____

POSITION: _____

SOCIAL SECURITY NUMBER: _____

EMAIL ADDRESS: _____

PERSONAL DATA

Last Name First Name Middle Initial

Present Home Address Telephone

WHAT CERTIFICATIONS/LICENSES DO YOU HOLD? (TEACHERS ONLY)

Table with 3 columns: FIELD, STATE, CERTIFICATE NUMBER. Includes three rows of blank lines for entry.

EDUCATIONAL PREPARATION:

UNDERGRADUATE:

Table with 4 columns: INSTITUTION, DATES ATTENDED, SPECIALIZATION, DEGREE/DATE GRANTED. Includes three rows of blank lines for entry.

GRADUATE:

Table with 4 columns: INSTITUTION, DATES ATTENDED, SPECIALIZATION, DEGREE/DATE GRANTED. Includes three rows of blank lines for entry.

ADDITIONAL:

Table with 4 columns: INSTITUTION, DATES ATTENDED, SPECIALIZATION, DEGREE/DATE GRANTED. Includes three rows of blank lines for entry.

HONORS AND AWARDS :

Blank lines for entering honors and awards.

(NOTE: EVEN THOUGH THE INFORMATION MAY BE REPEATED ON A RESUME, PLEASE COMPLETE ALL BLANKS ON THIS FORM.)

PROFESSIONAL EXPERIENCE:

Beginning with Your most recent employment, please list below all full time experience in the field of education:

<u>Dates From/To</u>	<u>No. of Years</u>	<u>Position or Organization</u>	<u>School District or Organization</u>	<u>Street Address</u>	<u>Immediate Superior</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

ADDITIONAL WORK EXPERIENCE:

Please list additional full or part time experience beginning with the most recent dates below:

<u>Dates From/To</u>	<u>No. of Years</u>	<u>Position or work description</u>	<u>School District or Organization</u>	<u>Street Address</u>	<u>Immediate Superior</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REFERENCES: Please list 3 references.

Give as a reference someone who would have first-hand knowledge of your character, personality, scholarship and teaching ability. If an experienced teacher, list the names of superintendents, principals, or supervisors for whom you have worked. Letters should be forwarded to Lenox Public Schools Superintendent's Office unless they are included with other application materials. Supervisors from current and last employers must be given.

<u>NAME</u>	<u>POSITION</u>	<u>ADDRESS</u>	<u>TELEPHONE (with area code)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANT INFORMATION ITEMS:

1. Date available to begin **work**? _____
2. Are you legally authorized to accept employment in this country? _____
3. Do you have reliable means of transportation to get to work on time each day? _____
4. Are you physically able to perform all those performance responsibilities as outlined by the state of Massachusetts for certified teachers? _____
5. Have you ever been convicted of a crime or are you a defendant in a criminal proceeding? _____
6. Are you currently on "lay-off" or "Reduction In Force (RIF) status and subject to recall from another job? _____
7. Are you currently employed? _____

In the event of employment, I understand that false or misleading information given by me in my application or interview(s) may result in discharge of employment. I also understand that Lenox Public Schools will submit my name to the Criminal Systems History Board (COR!) for a review and that reported evidence of a convicted crime may result in discharge. Beginning in 2013, every MA employee/applicant is also subject to a National Background and CORJ check and is a condition of hiring or continuation of employment prior to the receipt of the referenced criminal check. I also understand that I am to abide by all policies, rules and regulations of Lenox Public Schools.

Applicant Signature

Date

APPLICATION INSTRUCTIONS:

To be considered complete, all applications must include the following:

1. A completed application form (this form).
2. A current resume.
3. Two letters of recommendation (preferably one from current employer).
4. Completion of CORI (will be submitted by Lenox Public Schools).

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