



Lisa Coultz Human Resources, Benefits & Payroll Administrator  
Email: [HR@hwschools.net](mailto:HR@hwschools.net) Phone: (978) 626-0915

5 School Street  
Wenham, MA 01984

### HAMILTON WENHAM (WALK IN) APPLICATION FOR EMPLOYMENT

“An Equal Opportunity Employer”

**PERSONAL INFORMATION** *Incomplete information could disqualify you from further consideration.*

NAME:		
CURRENT ADDRESS:		
EMAIL:	HOME PHONE:	MOBILE PHONE:

Are you eligible to work in the U.S.?  Yes  No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work)  
 Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

**TYPE OF EMPLOYMENT DESIRED?**  Full-time  Part-time  Temporary/Per Diem  Permanent

**TYPE OF POSITION DESIRED?**  Teacher  Substitute  Teaching Assistant  Tutor

Coach  Custodians  District Maintenance  Technology  Food Service

School Nurse  Administrator  Bus Driver  Bus Monitor  Crossing Guard

Lunch Aide/Monitor  Other: \_\_\_\_\_

**SUBSTITUTES ONLY** (select grade/type):  K-5  6-8  9-12  Nurse  Office

**TUTORS ONLY** (select level of tutoring):  K-5  6-8  9-12

SUBJECT AREAS 6-12: \_\_\_\_\_

NOTE: \_\_\_\_\_

Are you currently employed?  Yes  No

If so, may we contact your present employer?  Yes  No

If Hired, when would you be able to start? \_\_\_\_\_ Hourly Rate Desired: \_\_\_\_\_

Do you know anyone who works for the Hamilton-Wenham Schools? If yes, who? \_\_\_\_\_

**Knowledge • Responsibility • Respect • Excellence**



Lisa Coultz Human Resources, Benefits & Payroll Administrator  
 Email: [HR@hwschools.net](mailto:HR@hwschools.net) Phone: (978) 626-0915

5 School Street  
 Wenham, MA 01984

**EDUCATION HISTORY**

EDUCATION	Name and location of school	#. of Years Attended	Degree Received	Subjects Studied /Major
High School				
College or University				
Other Schooling				

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		City/State	
Immediate supervisor and title:		Summarize the nature of work performed and job responsibilities:	
Reason for leaving		Ending Hourly Rate/Salary	
From	To	Employer Name	Telephone
Job Title		City/State	
Immediate supervisor and title:		Summarize the nature of work performed and job responsibilities:	
Reason for leaving		Hourly Rate/Salary	

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.



Lisa Coultz Human Resources, Benefits & Payroll Administrator

5 School Street  
Wenham, MA 01984

Email: [HR@hwschools.net](mailto:HR@hwschools.net) Phone: (978) 626-0915

From	To	Employer Name	Telephone
Job Title		City/State	
Immediate supervisor and title:		Summarize the nature of work performed and job responsibilities:	
Reason for leaving		Hourly Rate/Salary	

From	To	Employer Name	Telephone
Job Title		City/State s	
Immediate supervisor and title:		Summarize the nature of work performed and job responsibilities:	
Reason for leaving		Hourly Rate/Salary	

\*Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.



Lisa Coultz Human Resources, Benefits & Payroll Administrator  
Email: [HR@hwschools.net](mailto:HR@hwschools.net) Phone: (978) 626-0915

5 School Street  
Wenham, MA 01984

**Please read this disclosure carefully before signing.**

Hamilton Wenham Regional School District is an equal opportunity employer. Hamilton Wenham Regional School District does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Hamilton Wenham Regional School District to hire me. If I am hired, I understand that either Hamilton Wenham Regional School District or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Hamilton Wenham Regional School District has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Hamilton Wenham Regional School District true and complete information on this application. No requested information has been concealed. I authorize Hamilton Wenham Regional School District to contact references provided for employment reference checks. I also understand that a C.O.R.I. (Criminal Offender Record Information) check and fingerprinting will be conducted at the time of employment. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.**

For more information on Hamilton-Wenham Regional School District or for a complete listing of job postings go to: <http://www.hwschools.net/> or to apply online go to [www.SchoolSpring.com](http://www.SchoolSpring.com)

*"Tutors hired at District expense to provide instruction for its students must submit a time-sheet for payment.  
Under no circumstances should these tutors request additional compensation from the families."*

**Send this application to:**

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
HUMAN RESOURCE DEPARTMENT  
5 SCHOOL STREET  
WENHAM, MA 01984

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.