

**WASHINGTON CENTRAL SUPERVISORY UNION**  
**1130 GALLISON HILL ROAD, MONTPELIER, VT 05602**  
**(802) 229-0553 FAX: (802) 229-2761**  
**EMPLOYMENT APPLICATION**

APPLICATION FOR POSITION AT (please check as appropriate):

- |  |  |                               |
|--|--|-------------------------------|
| <input type="checkbox"/> Berlin Elementary         | <input type="checkbox"/> East Montpelier Elementary  | <input type="checkbox"/> U-32 |
| <input type="checkbox"/> Calais Elementary         | <input type="checkbox"/> Rumney Memorial (Middlesex) | <input type="checkbox"/> WCSU |
| <input type="checkbox"/> Doty Memorial (Worcester) |  |                               |

POSITION: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**EDUCATION** (Indicate school name, city/state, month/year graduated and degree held.)

HIGH SCHOOL: \_\_\_\_\_

COLLEGE(S): \_\_\_\_\_

OTHER: \_\_\_\_\_

**DO YOU HAVE A CURRENT VERMONT TEACHING LICENSE?** \_\_\_\_\_ (If currently licensed to teach in Vermont, please attach a copy.)

Areas in which you are certified to teach and are interested in teaching (if applicable):

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Briefly describe any specialized training, apprenticeship and/or skills: \_\_\_\_\_

\_\_\_\_\_

Please indicate any language(s), other than English, you can speak, read and/or write and your level of fluency (i.e., fair, good, fluent): \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE**

Please provide dates of employment, job titles, FTE (full-time equivalent), descriptions of work and names of supervisors familiar with your work for any employment in which you have been engaged for the past ten years. If applying for a teaching/professional position, please provide all relevant experience as it is used for salary placement (attach another piece of paper if necessary, or a copy of resume if it contains the requested information).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever resigned from a position rather than face disciplinary action? If the answer to this question is "yes," provide a complete description of the circumstances, including the name(s) of representatives of the employer who are familiar with the circumstances (attach separate piece of paper if necessary). \_\_\_\_\_

\_\_\_\_\_

Are you now in the process of negotiating a buy-out or departure from a position?\_\_\_\_\_

Has any disciplinary action been brought against you that resulted in your being discharged from employment? If the answer to this question is "yes," provide a complete description of the circumstances, including the name(s) of representatives of the employer who are familiar with the circumstances (attach separate piece of paper if necessary).\_\_\_\_\_

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Have you ever had a professional credential or license suspended, revoked or denied? If the answer to this question is "yes," provide a complete description of the circumstances, including the type of license or credential, the reason for and the location and date of the suspension, revocation or denial (attach separate piece of paper if necessary).\_\_\_\_\_

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### **BACKGROUND**

We take the safety of our children very seriously. All required background checks will be done as a prerequisite to employment. Employment offers are subject to completion of criminal record and background investigations. Intentional failure to fully disclose information related to your criminal conviction record or substantiated charges of child/adult abuse or neglect will result in withdrawal of your application from further consideration, or termination of your employment. If nondisclosure is discovered, and you assert that your failure to provide complete details was not intentional, you will be required to show that your failure to disclose resulted from misunderstanding or inadvertence.

Have you ever been convicted of a crime or misdemeanor or substantiated charges of child/adult abuse or neglect?\_\_\_\_\_

Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?\_\_\_\_\_

Are there any charges pending against you in any jurisdiction at this time?\_\_\_\_\_

Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?\_\_\_\_\_

If the answer to any of the above questions is "yes," explain the circumstances of the conviction fully, including the specific charge, date, location of the offense and the court, and disposition of court proceedings. Attach a separate piece of paper if necessary.

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**REFERENCES**

Please list name, address and phone number of at least three references (or attach letters of reference):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

I hereby state the information contained on this application form is complete and accurate, and I understand that false information may be cause for dismissal if it is discovered after hire. I will cooperate with further background checks by providing fingerprints and releases necessary to obtain any other information necessary to verify the information provided on the application, including court and law enforcement records and substantiated charges of child/adult abuse and neglect.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We are an equal opportunity employer.

Copies to:

- Berlin
- Calais
- Doty
- E. Montpelier
- Rumney
- U-32
- WCSU
- Pre-School