



# Monomoy Regional School District

425 Crowell Road Chatham MA 02633

508-945-5130 ✦ Fax: 508-945-5133

Website: [www.monomoy.edu](http://www.monomoy.edu)

## EMPLOYMENT APPLICATION

Monomoy Regional School District is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law.

*A fully completed application is required; 'see resume' is not acceptable in any field.*

Position Applying for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Email Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Other Telephone \_\_\_\_\_

### EDUCATION

School	Name, Address, City, State	Number of Years Attended	Degree
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other			

### LICENSES *(If applicable.)*

*(Note. When required for the position, a valid license is a condition of employment.)*

Do you have a valid driver's license (Class D Auto)?  Yes  No Expires \_\_\_\_\_

What other valid licenses or certifications do you hold that may be useful in the position that you are seeking?

\_\_\_\_\_

**OFFICE SKILLS** *(If applicable.)*

Please ✓ check the column that you feel best describes your level of knowledge.

	Beginner	Intermediate	Advanced
Knowledge of School Database Systems			
Knowledge of Word Processing			
Knowledge of Database Systems			
Knowledge of Automated Accounting Systems			
Bookkeeping			
Transcription			
Shorthand/Speedwriting			

**SPECIAL SKILLS or EXPERIENCE**

Please list any other skills, talents. Experience or abilities you feel are relevant to this position: \_\_\_\_\_

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**EMPLOYMENT HISTORY** *(Note: Please do not write "see resume.")*

Please list the last three positions you have held. Start with your present or last employer. You may include military service, work performed as an intern or as a volunteer. Please account for any significant periods of time between jobs.

May we contact your present employer?  Yes  No

(Please note that should you be actively considered for employment, your present employer will need to be called.)

**Name of Present or Most Recent Employer** ↓

	Address
Telephone	Your Title
Supervisor	Employment Dates
	Reason for Leaving

Description of Primary Duties: \_\_\_\_\_

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**Employer (2) ↓**

	Address
Telephone	Your Title
Supervisor	Employment Dates
	Reason for Leaving

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer (3) ↓**

	Address
Telephone	Your Title
Supervisor	Employment Dates
	Reason for Leaving

Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***References***

Please provide the name, address and telephone numbers of three (3) references who are not related to you, are not previous employers and are different from those who have provided written references.

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

**AGREEMENT**

1. I understand that acceptance of this application by the Monomoy Regional School District does not imply that I will be employed.
2. I attest that the information that I have supplied on this application is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any of the other materials or as provided during interviews, can be justification for refusal of employment or for termination of employment, if employed.
3. I understand that any offer of employment that I receive from Monomoy Regional School District is contingent upon successful completion of the pre-employment screening process including but not limited to employer receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry, satisfactory verification of certifications or other licenses as required by the position, and any other materials required.
4. I understand that the employer will be verifying all of the information provided by me concerning my prior employment history or military record, education, character, general reputation and personal characteristics as related to the position for which I have applied.
5. I authorize Monomoy Regional School District to take whatever steps deemed necessary to obtain information regarding my qualifications for employment, including contacting my present (see employment history) and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
6. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.

**SIGNATURE**

***Please read carefully and sign the statement below:***

I certify that the information given in this application is true and complete and I understand that misrepresentation and/or withholding of information will result in rejection of this application or my discharge if discovered after employment begins. I authorize the Monomoy Regional School District to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools or individuals from all liability in responding to inquiries in connection with my application or employment and release the Monomoy Regional School District from all liability with respect to such inquiries. I further authorize the school district to verify any information on this application or contact appropriate references as they see fit.

\_\_\_\_\_  
Applicant Name – PLEASE PRINT

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date