

# Greater Lowell Technical High School



Return to office of  
Human Resources  
(978) 454-5411

250 Pawtucket Boulevard  
Tyngsboro, MA 01879

## Application for Employment

Name: \_\_\_\_\_

For a position as: \_\_\_\_\_

*The Greater Lowell Technical High School does not discriminate on the basis of race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sex-based harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint. The District's nondiscrimination policy and grievance procedures can be located at [www.gltech.org](http://www.gltech.org). The following person has been designated to handle inquiries regarding educational non-discrimination policies: Name and Title: Tracy Encarnacao, Director of School Counseling/Title IX Coordinator Address: Greater Lowell Technical High School, 250 Pawtucket Boulevard Telephone: (978) 441-4955.*

*Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21<sup>st</sup> century. We challenge and support students as they realize their individual potential for personal and professional success.*

**Personal Information-Section I**

1. Name (in Full) \_\_\_\_\_
2. Present address: \_\_\_\_\_
3. Home Phone # \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
4. Emergency Contact person: \_\_\_\_\_ Tele. # \_\_\_\_\_
5. Did you serve in the armed forces for the United States: Yes No If yes, Branch \_\_\_\_\_
6. Are you currently receiving a retirement allowance from a public retirement system in Massachusetts?  Yes  No  
a.) If yes, please state the name of the retirement board; for example, MA State Teachers': \_\_\_\_\_
7. In accordance with the Immigration Reform and Control Act of 1986, you will be required to provide acceptable forms of identification to establish your identity and eligibility to work in the U.S. upon employment.  
a.) Are you authorized to work in the United States:  Yes  No B.) Are you under age 18:  Yes  No
8. Have you ever been dismissed or asked to resign from a position?  Yes  No If yes, please provide full detail: \_\_\_\_\_  
\_\_\_\_\_
9. Do you have any relatives, including family members, who are currently employed by Greater Lowell Technical High School or serve on the Greater Lowell Technical High School, School Committee?  Yes  No  
a.) If yes, please provide their name(s) and relationship to you.  
Relative(s) Name(s): \_\_\_\_\_  
Relationship to you: \_\_\_\_\_
10. Are you licensed as an educator in Massachusetts:  Yes  No (Certificate#) \_\_\_\_\_  
a) If yes, please indicate level:  Provisional  Preliminary  Initial  Professional  Temporary  
b) If yes, please include a copy of your educator's license with this application.  
c) If licensed, areas of Licensure: \_\_\_\_\_  
d) If no, have you made an application for licensure? \_\_\_\_\_ When: \_\_\_\_\_  
e) Have you successfully completed teacher training?  Yes  No If yes, when? \_\_\_\_\_
11. Do you possess an educator's license in any state other than Massachusetts?  Yes  No  
a) If yes, what state(s)? \_\_\_\_\_ License No.: \_\_\_\_\_

**EMPLOYMENT HISTORY-PLEASE LIST IN CHRONOLOGICAL ORDER-MOST RECENT FIRST**

1. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor's Name/tele#: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Reasons for leaving: \_\_\_\_\_  
\_\_\_\_\_
2. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor's Name /Tele#: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor's Name /Tele#: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

4. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor's Name/Tele#: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

5. Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor's Name/Tele#: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ to: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**Educational Background-Section III**

1. High School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Diploma \_\_\_\_\_

2. College/University Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Degree: \_\_\_\_\_ # of Credits: \_\_\_\_\_

3. Graduate School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Degree: \_\_\_\_\_ # of Credits: \_\_\_\_\_

4. Post-Graduate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Degree/Certificate: \_\_\_\_\_

5. Specialized/Technical training: \_\_\_\_\_  
Address: \_\_\_\_\_  
Course(s): \_\_\_\_\_  
Certificate: \_\_\_\_\_

**Note:** College Transcripts must be submitted with this application for posted **instructor** positions. On a separate sheet of paper, add any additional information that will give us a more complete estimate of your training, experience, and ability.

6. Do you speak another language?            Yes        No        If yes, which? \_\_\_\_\_

7. Do you possess any specialized trade license? If so, list. \_\_\_\_\_

8. Please list any computer software in which you are proficient or certified, if relevant to the position you are seeking:  
\_\_\_\_\_

9. List all extra -curricular activities you participated in or could direct or coach successfully: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. List all other documented volunteer activities that you wish to include in your application. You do not need to list any organizational names that would indicate possible membership in a protected class such as race, color, religion, sex, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional References-Section IV**

Please list three persons such as superintendents, principals, supervisors and/or others who closely observed your work or supervised you directly. In absence of a supervisor or someone who observed your work, please list three non-related individuals that have known you for at least one year and have direct knowledge of your work experience, ethic, and character.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Relationship: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Relationship: \_\_\_\_\_
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Applicant Release-Section V-Please read carefully**

The information provided in this application for employment is true, accurate and complete to the best of my knowledge. In the event of employment, I understand that false, misleading information or omissions, in this application or interview, may result in rejection of my application or if hired, termination from employment, regardless of the time elapsed before discovery. Also, if hired, I understand that I am required to abide by all rules and regulations by the Greater Lowell Technical High School.

I authorize investigation of all statements contained in this application and accompanying documents and the release of any information regarding my education, past employment history and background. I authorize the Greater Lowell Technical High School to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, current and former employers (if applicable) and organizations named in this application, unless otherwise stated, to provide the Greater Lowell Technical High School any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Greater Lowell Technical High School's use only.

I understand that no representative from the school district has any authority to enter any agreement for employment for any specified time or to assume any benefits or terms and conditions of employment other than those set forth in any applicable labor agreement or in correspondence from the Superintendent's Office.

I hereby voluntarily release, discharge and exonerate the Greater Lowell Technical High School, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by on or behalf of the school district.

If required for the position I am seeking, I understand and agree to a physical examination which may require a drug screen and recognize that any offer of employment may be contingent upon the satisfactory results of such examination.

I understand that any employment offer by the school district is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of employment.

I understand that a criminal record check and finger-print based state and national criminal history check will be conducted to determine suitability for employment and any fee associated with the national fingerprint background check will be the responsibility of the individual.

I represent that I have read and fully understand the foregoing and seek employment under these conditions. A copy of this release of information may be accepted as an original. I understand that any offer of employment is conditional subject to verification of the information I have provided in this application or information provided during an interview or discussion with the School.

MGL Chapter 151B prohibits employers from (1) terminating or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants, or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual's employment; or (5) seeking, receiving, or maintaining genetic information for any non-medical purpose.

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

**ELECTRONIC SIGNATURE:** Typing your name in the signature line and placing a check in the box constitutes a legal signature. You agree that all statements you provided are true; any false or misleading information in my application or interview may result in termination if hired. Once complete, please save this document to your computer and send as an attachment in an email to [jcarlson@qltech.org](mailto:jcarlson@qltech.org) or print document and send via US Post, fax (978) 441-5333 or in person to the School.

Applicant's Signature: \_\_\_\_\_ Check Box  Date: \_\_\_\_\_