



146 Middlesex Avenue  
Wilmington, Massachusetts 01887  
Telephone: 978-694-6000

### APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Position(s) Applied For: _____		
Date of Application: _____		
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name _____		First Name _____		Middle Initial _____	
Address: Number _____		Street _____		City _____	
				State _____	
				Zip Code _____	
Telephone Number (s) _____					
Cell _____			E-mail Address _____		
Teacher License: Yes <input type="checkbox"/> No <input type="checkbox"/>			Teacher License Number: _____		

If you are under 18 years of age, can you provide required proof of your eligibility to work:  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

*Proof of citizenship or immigration status will be required Upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Have you ever been convicted of a criminal offense?  Yes  No

If yes, complete information block below.

Under Massachusetts law, you may answer "no" if any of the following circumstances are applicable:

1. An arrest which did not result in a conviction;
2. A first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace;
3. Any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration therefrom (whichever is later) occurred five or more years prior to the date of this questionnaire, unless you have been convicted of any offense within five (5) years immediately preceding the date of this questionnaire;
4. Your conviction record has been sealed pursuant to Massachusetts law;
5. You have juvenile delinquency or child in need of services complaints which were not transferred to Superior Court for prosecution.

Date	Place or Court	Charge	Details

Are you now under charge for any criminal offense on which you are awaiting trial or final disposition.

If yes, please complete.  Yes  No

Charge \_\_\_\_\_ Court \_\_\_\_\_

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write				
	LANGUAGE	Fluent	Good	Fair
SPEAK				
READ				
WRITE				

Describe any specialized training, apprenticeship, skills and extracurricular activities:

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Describe any job-related training received in the United States military:

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## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and verifiable volunteer experience. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status, unless you desire to include it.

1.

Employer	<u>Dates Employed</u>		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for leaving			

2.

Employer	<u>Dates Employed</u>		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for leaving			

3.

Employer	<u>Dates Employed</u>		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for leaving			

4.

Employer	<u>Dates Employed</u>		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status, unless you desire to include it*

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**ADDITIONAL INFORMATION**

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**Specialized Skills (please list)**

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State any additional information you feel may be helpful to us in considering your application.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing with or without accommodations, the essential duties of the job for which you have applied? A description of the activities involved in such a job or occupation is attached.

\_\_\_ Yes      \_\_\_ No

**REFERENCE(S)**

1.	_____ (____) _____ (Name) Phone #
2.	_____ (____) _____ (Name) Phone #
3.	_____ (____) _____ (Name) Phone #
4.	_____ (____) _____ (Name) Phone #

**APPLICANT'S STATEMENT**

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary, including a complete reference check. This authorization includes the authorization for the Employer to do a check of my criminal records through CORI. I understand that a CORI check, acceptable to the Employer, is a condition of my employment. I also understand and agree that the Employer may do periodic CORI checks, if I am offered and I accept employment.

This application for employment shall be considered active for the period of time up to the filling of the desired position. Any applicant wishing to be considered for employment after this time should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

If employed, I authorize the Wilmington Public Schools and its employees or agents to provide any and all information regarding my employment history to any prospective employer who makes such a request of the Wilmington Public Schools. The request may be in writing or made orally. Likewise, Wilmington Public Schools, its employees and/or agents may provide the information orally or in writing. I understand and agree that I will not bring any action against the Wilmington Public Schools, its employees or agents, and/or against the prospective employer, its employees or agents which relates to this release and/or the provision of information pursuant to this release.

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

\_\_\_\_\_  
Date

**Notice of Non-Discrimination**

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, sex, pregnancy or related conditions, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.