

# CHITTENDEN CENTRAL SUPERVISORY UNION

Essex Junction School District - Westford School District - Essex Community Educational Center Union District # 46  
 51 Park Street, Essex Junction, Vermont 05452  
 (802)879-5579/Fax (802)878-1370

<b>Essex High School &amp; Center for Technology</b> 2 Educational Lane Essex Jct., VT 056452	<b>Albert D. Lawton Intermediate School</b> 104 Maple Street Essex Jct, VT 05452	<b>Hiawatha Elementary School</b> 34 Hiawatha Ave. Essex Jct., VT 05452	<b>Summit Street Elementary School</b> 17 Summit Street Essex Jct., VT 05452	<b>Thomas Fleming Elementary School</b> 17 Prospect Street Essex Jct., VT 05452	<b>Essex Junction Recreation and Parks</b> 75 Maple Street Essex Jct., VT 05452	<b>Westford Elementary School</b> 146 Brookside Road Westford, VT 05494
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## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Applicant Name (First Name M.I. Last Name)	Mailing Address
Home Phone Number (        )	Work/Other Phone Number Where You Can Be Reached (        )
Social Security Number	Do you have reliable transportation to and from work? YES / NO (please circle one)
Have you ever been employed by a member CCSU school district (listed above)? YES / NO (please circle one). If YES, please specify dates and school district/school in which employed.	

### EMPLOYMENT DESIRED

Position applying for:
School(s)/Grade(s) desired:
How did you hear of this position?
Interested in (please circle one): PART-TIME / FULL-TIME / TEMPORARY / SUBSTITUTE / OTHER
Please explain why you wish to work for our school district(s)(attach additional pages as necessary):

### HOURS AVAILABLE TO WORK

Day	Available Time From	To	Day	Available Time From	To	Day	Available Time From	To
MON.			TUES.			WED.		
FRI.			SAT.			SUN.		
Other scheduling limitations/availability:								

### LICENSES AND CERTIFICATIONS

Please list all applicable licenses, certifications, teaching endorsements, etc. you <u>currently hold</u> (please attach copies of all licenses/certifications listed):
Please list all applicable licenses, certifications, teaching endorsements, etc. that are currently <u>pending</u> and the status of each (including status of required coursework, Praxis exam(s), and licensing application):



**OTHER EMPLOYMENT EXPERIENCE**

Please list all other employment experience in order starting with your most recent employment. Attach additional pages as necessary.  
 Please check here if resume is attached with requested information.

Dates of Employment From                      To	Job Title	Name and Address of Employer
Reason for Leaving		Name, Title and Phone Number of Supervisor
Dates of Employment From                      To	Job Title	Name and Address of Employer
Reason for Leaving		Name, Title and Phone Number of Supervisor
Dates of Employment From                      To	Job Title	Name and Address of Employer
Reason for Leaving		Name, Title and Phone Number of Supervisor
Dates of Employment From                      To	Job Title	Name and Address of Employer
Reason for Leaving		Name, Title and Phone Number of Supervisor
Dates of Employment From                      To	Job Title	Name and Address of Employer
Reason for Leaving		Name, Title and Phone Number of Supervisor

**PROFESSIONAL PHILOSOPHY**

(Only required for Licensed Educator positions)

Please check here if resume is attached with requested information.

Please indicate your professional philosophy below as related to the position in which you are applying (attach additional pages as necessary):

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**ADDITIONAL REFERENCES**

Please list up to three additional people, not mentioned above and not related to you, whom you have known at least one year.

Please check here if resume is attached with requested information.

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Name & Occupation of Reference	Address	Phone Number	Relationship to Applicant	Years Acquainted

Please attach letters of recommendation if available or as requested in the job posting.

**CRIMINAL BACKGROUND**

Please circle the appropriate response and provide details as requested.

A "Yes" answer to one or more questions below does not necessarily eliminate you from employment consideration.

Have you ever been convicted of a crime or misdemeanor?	YES / NO
Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?	YES / NO
Are there any charges pending against you in any jurisdiction at this time?	YES / NO
Are you currently being investigated for any criminal activity?	YES / NO
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	YES / NO

If you answered "YES" to any of the questions above, please fully explain the circumstances of all conviction(s)/pending charges, including the specific charge, date, location of the offense and the court, and the disposition of court proceedings (continue on additional paper if needed). A "YES" response to any of the above questions will not automatically exclude an applicant from further consideration.

NOTE: Vermont State Law now requires criminal record background checks for all prospective district employees. The process involves obtaining fingerprints and filing a Request for Criminal Record Check authorizing a background investigation from the Vermont Criminal Information Center, FBI, and other states in which you lived and/or worked. The costs associated with this process will be the responsibility of the applicant. If hired, continued employment would be contingent upon a satisfactory criminal records check.

**EQUAL OPPORTUNITY EMPLOYER**

Chittenden Central Supervisory Union and its affiliated school districts are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship, veteran status or disability, as defined and required by state and federal laws.

**APPLICANT STATEMENT AND AUTHORIZATION**

"I certify that the facts contained in this application and any attachments are true and complete to the best of my knowledge. I understand that intentional falsification of statements, incomplete or misleading information on this questionnaire and attachments will result in automatic removal of my application from further employment considerations, and, if employed, shall be grounds for immediate dismissal. When it is determined that an employee or prospective employee failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in employment or termination considerations."

"If employed, I also understand that although my employment may commence prior to the completion of the Criminal Records Check Process, continued employment with the district would be contingent upon a satisfactory criminal records check."

"I authorize investigation of all statements contained herein. I also give permission to the references and previous employers listed on the application and any attachments to provide to you any and all information concerning my employment and any other pertinent information they may have. I agree to release all parties from all liability for any damage that may result from furnishing such information to you."

"I understand that, if offered the position, I will be required to verify my employment eligibility as required by law, including the completion of an I-9 Form."

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_