

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

Essex High School & Center for Technology 2 Educational Lane Essex Jct., VT 056452	Albert D. Lawton Intermediate School 104 Maple Street Essex Jct, VT 05452	Hiawatha Elementary School 34 Hiawatha Ave. Essex Jct., VT 05452	Summit Street Elementary School 17 Summit Street Essex Jct., VT 05452	Thomas Fleming Elementary School 17 Prospect Street Essex Jct., VT 05452	Essex Junction Recreation and Parks 75 Maple Street Essex Jct., VT 05452	Westford Elementary School 146 Brookside Road Westford, VT 05494
--	---	--	---	--	--	--

APPLICATION FOR EMPLOYMENT

Revised 8/14/09

PERSONAL INFORMATION

Applicant Name (First Name M.I. Last Name)	Mailing Address
Home Phone Number ()	Work/Other Phone Number Where You Can Be Reached ()
E-mail Address	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		Day	Available Time		Day	Available Time		Day	Available Time	
	From	To		From	To		From	To		From	To
MON.			TUES.			WED.			THUR.		
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):

EDUCATION AND TRAINING

	Address of School	No. of years Attended?	Did you graduate?	Degree / Subject(s) studied
High School(s)				
College(s)				
Other				

Additional training, skills, and/or qualifications you would like us to consider:

RELEVANT EMPLOYMENT EXPERIENCE
Please list all relevant employment experience in order starting with your most recent employment. Attach additional pages as necessary.

Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Salary Information Begin End

Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Salary Information Begin End

Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Salary Information Begin End

Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Salary Information Begin End

OTHER EMPLOYMENT EXPERIENCE

Please list all other employment experience in order starting with your most recent employment. Attach additional pages as necessary.

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

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.

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.

BACKGROUND

Please circle the appropriate response and provide details as requested.

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
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	YES / NO
Have you ever been placed on the child protection registry maintained by the department for children and families?	YES / NO
Have you ever been placed on the vulnerable adult abuse, neglect, and exploitation registry maintained by the department of disabilities, aging, and independent living?	YES / NO
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under	YES / NO

investigation or review?	
Have you ever been disciplined, discharged, or asked to resign from a prior position?	YES / NO
Has your contract in a prior position ever been non-renewed?	YES / NO
Have you ever been charged with, or are you currently being investigated for sexual abuse, assault, misconduct or harassment of another person?	YES / NO
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?	YES / NO
Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?	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 requires an FBI fingerprint supported criminal record background checks, a criminal background check with the Vermont Criminal Information Center and other states in which you lived and/or worked, and registry checks with the Vermont Department for Children and Families (DCF) and the Department of Disabilities, Aging and Independent living (DDAIL) for all prospective district employees. The costs associated with these checks will be the responsibility of the applicant. If hired prior to the completion of the background check process, continued employment would be contingent upon satisfactory background check results.

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, gender identity, marital/civil union status, ancestry, place of birth, age, citizenship, veteran status or disability, or other protected class as defined and required by state and/or federal laws.

APPLICANT STATEMENT AND AUTHORIZATION

"I certify that the information provided in this questionnaire 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 and registry check process, continued employment with the district would be contingent upon a satisfactory result of the 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: ___/___/___