

WILMINGTON PUBLIC SCHOOLS
161 Church Street
Wilmington, Massachusetts 01887

Telephone: 978-694-6000

Fax: 978-694-6005

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(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 Name _____
Address: Number _____ Street _____ City _____ State _____ Zip Code _____		
Telephone Number (s) _____		Social Security Number _____
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?
Proof of citizenship or immigration status will be required Upon employment. Yes No

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. Yes No
If yes, please complete.

Charge _____ Court _____

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 Shall be subject to criminal penalties and civil liability

ADDITIONAL INFORMATION

Other Qualifications

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

Specialized Skills (please list)

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

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

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

