



Nashua School District

141 Ledge Street
Nashua, New Hampshire 03060
(603) 966-1000

FOR OFFICE USE ONLY

Employment Application

This application should be filled out completely and include all your previous employment experience.

Date of Application: ___/___/___

TEACHER/SPECIALIST

Elementary Secondary Grade(s) Preference: _____
Subject(s) Preference: _____

SUBSTITUTE TEACHER

Elementary Grade(s)/Subject(s) – Please specify: _____
 Secondary
 Both

ADMINISTRATOR

Elementary Secondary Position Preference: _____

PARA-PROFESSIONAL

FOOD SERVICE

CUSTODIAN

OTHER POSITION _____

Full-time Part-time

What hours and days will you be available? _____

PERSONAL INFORMATION

Name _____ Telephone Number (____)-____-_____
Last First Middle

Other name(s) under which records or information may be filed: _____

Present Address _____
Street City State Zip

Until (date) _____

Permanent Address _____
Street City State Zip

Cell phone (____)____-____ Email: _____ Social Security # ____-____-____
optional

Are you eligible for employment in the United States? Yes No

Where you previously or currently employed by us? Yes No

Where did you learn about the vacancy? _____

CERTIFICATION: This section applies to applicants for educational positions requiring certification. If you are certified, please tell us about your certification.

Are you certified to teach in New Hampshire Yes No

List Areas of Certification: _____

If not, check all that apply:

Hold certification in another state. Specify area(s): _____

Hold *Statement of Eligibility*. Alternative IV Alternative V

Specify area(s): _____

Applying for Alternative II, III, IV and/or V in area(s) _____

CERTIFICATION INFORMATION: HQT STATUS

You must be HQT upon hire. How do you demonstrate competency in each core subject that you teach?

Core Subject:

- I possess an academic concentration in the subject; 30 credits
- I hold a state certification in the core academic subject area I teach; * Elementary Education is not a core academic subject area
- I have passed a PRAXIS II content area test;
- I have completed a NH Housse plan by 6/30/2008

EDUCATION : All applicants please complete.

	NAME & ADDRESS	MAJOR	MINOR	GPA	YEAR OF GRADUATION
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
Associate Degree <input type="checkbox"/>					
Bachelor Degree <input type="checkbox"/>					
GRADUATE SCHOOL					
Masters <input type="checkbox"/>					
Doctorate <input type="checkbox"/>					
30 credits <input type="checkbox"/>					

STUDENT TEACHING OR PRACTICUM EXPERIENCE: Educational Applicants Only

NAME OF SCHOOL OR INSTITUTION AND ADDRESS	GRADE(S) AND/OR SECONDARY SUBJECT(S)	COOPERATING TEACHER COLLEGE SUPERVISOR	DATES

ADDITIONAL INFORMATION: All applicants please complete.

Please specify any foreign languages you can speak, read or write:

- Language(s) _____ Speak Read Write
 _____ Speak Read Write

Describe any committee, civic, community or other life experiences significant to your application. Include any offices held.

List any coursework, certifications (i.e. CPI, CPR), seminars or workshops here:

EMPLOYMENT EXPERIENCE(S) All applicants please list **ALL** of your prior work experience; most recent first, in chronological order. Include military service. **Please completely fill in the information requested.** Thank you!

Dates of Employment	School or Employer Name, Address & Phone	Supervisor Name & Title	Nature of Work Your Position	Reason For Leaving	Final Salary or Hourly Wage
____/____/____ to ____/____/____					_____
____/____/____ to ____/____/____					_____
____/____/____ to ____/____/____					_____
____/____/____ to ____/____/____					_____
____/____/____ to ____/____/____					_____
____/____/____ to ____/____/____					_____
____/____/____ to ____/____/____					_____

VOLUNTEER INFORMATION: All applicants please complete.

Volunteer Dates	School, Institution or Company Name, Address & Phone	Supervisor Name & Title	Nature of Work Rank/ Your Position

REFERENCES : All applicants please complete. Previous Employers are contacted as part of the background check process.

References should include your previous supervisors, administrators, superintendents, professors or principals and teachers under whom you have taught. References should have first-hand knowledge of your professional competence and your personal qualifications; character, personality and scholarship.

NAME	ADDRESS	PHONE	Name of Business or School and their position
1.			
2.			
3.			
4.			
5.			

Have you ever had your teaching credential revoked in any state? _____

Have you been fired, dismissed or non-renewed from any job or quit after being notified of the same for any reason? _____

Have you ever been arrested or convicted of a crime (felony or misdemeanor) that has not been annulled by the court? Minor traffic violations may be omitted. _____

If you answered "Yes" to any of the above questions, please provide a detailed explanation, including dates.

BACKGROUND AND CRIMINAL HISTORY CHECK
CERTIFICATION OF INFORMATION AND RELEASE AUTHORIZATION
Read Before Signing

Each applicant for employment must submit to the Nashua School District a completed Criminal History Release Authorization form and his or her fingerprints. The fingerprints will be utilized by local, state and federal law enforcement agencies to research the applicant's background. Any offer of employment that the Nashua School District extends to an applicant is **CONDITIONAL** upon the successful processing of his or her fingerprints and the receipt of criminal history and background check results that are acceptable to the Nashua School District.

I certify that all statements made by me on this application and accompanying resume are true and complete to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that the Superintendent of Schools (and/or designee), and the School Board will be relying on the information contained in this application, and that the information is complete and accurate. I further understand and agree that any falsified statements or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be sufficient cause for rejection of this application, withdrawing any offer of employment or if employed by the Nashua School District, immediately void any employment contract with me and shall be grounds for my immediate dismissal from employment with the Nashua School District.

I authorize the Nashua School District and its administrators to fully investigate my background, previous employment, references and all statements contained herein in this application and any accompanying resume, now or at any point in the future, to verify the information I have provided. I hereby authorize the release of my employment dates, evaluations of work performance, opinions and any other relevant personnel record information from any of my previous employers and /or supervisors to the Nashua School District. I will hold such employers, supervisors, persons or entities harmless of any claims or liability for damages that I may claim to suffer against them as a result of furnishing such information to the District's representatives.

Signature of Applicant _____
Date

PLEASE NOTE:

1. Applicants for professional or educational positions requiring certification, including long term substitutes must submit a letter of interest, resume, official transcripts, three letters of recommendation, and a copy of their license, certification or letter of eligibility if applicable with this completed application. Other positions: please submit a letter of interest and resume. Secretarial positions require three letters of recommendation. Per diem subs and para-professionals please submit your transcripts if you attended college and certification if applicable. Unofficial or online transcripts are not acceptable.
2. Interviews will be scheduled with **selected** candidates on the basis of education, experience and available openings.
3. Only those applicants who have been interviewed will be notified as to the appointments made.
4. Applications will be kept active for one year and will be referred to should vacancies occur.
5. I understand that any offer of employment is contingent on a pre-employment physical and a mantoux test if applicable.

The Nashua School District is an Equal Opportunity Employer and affirms its position of compliance with applicable State and Federal laws of nondiscrimination on the basis of race, color, national origin, religion, sex, sexual orientation, disability and age or marital status in admission to, access to, or treatment in or employment in the services, programs and activities of the Nashua School District.