

SCHOOL ADMINISTRATIVE UNIT NO. 53
ALLENSTOWN, CHICHESTER, DEERFIELD, EPSOM & PEMBROKE SCHOOLS

267 Pembroke St., Pembroke NH 03275

Phone: 603-485-5187 Fax: 603-485-9529

Employment Application Form

Application

Interview

Last Name	First Name	Middle Initial	Social Security No.	
Address		Home Phone	Cell Phone	
City, State, Zip		Email Address		
Position Applied For		Salary Desired		
Date Available	Hours Available	FULLTIME	TEMPORARY	PART TIME

EDUCATIONAL INFORMATION

School	Address	Course of Study
High School		
Vocation/Business/Other		
College/University		
College/University		
Graduate		
Other Special Knowledge, Skills or qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training)		
Military Service (list dates, ranks and training)		
Computer Skills (hardware/software)		

EMPLOYMENT HISTORY

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer: Is the following your current employer? NO YES **May we contact this employer for references?** NO YES

Employed From	Employed To	Job Title	Starting Salary	Ending Salary
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Employer Name	Employer Address	Supervisor's Name	Supervisor's Phone
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Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

Employed From	Employed To	Job Title	Starting Salary	Ending Salary
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Employer Name	Employer Address	Supervisor's Name	Supervisor's Phone
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Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

Employed From	Employed To	Job Title	Starting Salary	Ending Salary
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Employer Name	Employer Address	Supervisor's Name	Supervisor's Phone
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Job Duties and Responsibilities

Reason for Leaving

Degree, Diploma, License

Certifications

State

Expiration Date

Other Information (volunteer experience, membership in organizations, specialized experience and/or training to support your application)

References (list 3)

Name	Title	Phone	Email
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Name	Title	Phone	Email
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Name	Title	Phone	Email
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1. Are you able to perform the essential job functions of the position you are applying for with or without reasonable accommodations? Yes or No
2. Are you at least 18 years of age? Yes or No If under 18, do you have a work permit? Yes or No
3. Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A response does not automatically disqualify your application. If yes, please explain.
Yes or No _____
4. Have you ever been charged with or investigated for sexual abuse of another person? If yes please explain.
Yes or No _____

CERTIFICATION AND AUTHORIZATION

The above information is true and correct.

I authorize SAU #53 to inquire into my education, past employment history, and references, as needed, to research my qualifications for this position. A final offer of employment may be extended upon the completion of a background check which is satisfactory to the school board.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements. Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or having been employed, shall be immediate cause for dismissal.

Signature

Date

Please forward this application, a letter of intent, 3 current letters of reference, documentation of NH certification (if applicable), and all transcripts to:
Office of the Superintendent of Schools, School Administrative Unit #53, 267 Pembroke Street, Pembroke, NH 03275

An Equal Opportunity Employer