

CUSTODIAL/PARAPROFESSIONAL/SECRETARIAL APPLICATION

For Classified Employment in the EASTHAMPTON PUBLIC SCHOOLS

Easthampton Municipal Building
50 Payson Avenue, 2nd Floor
Easthampton, Massachusetts
An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, or the present of a non-job-related medical condition or handicap.

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 law shall be subject to criminal penalties and civil liability.

Instructions: Please read the application for employment carefully and answer EVERY question in full. If you cannot answer or do not understand any part of this application, notify the school department representative immediately. In addition to the information required below, please provide any other information you think would be helpful to us in considering you for employment. You may exclude all information indicative of age, sex, race, religion, color, national origin, and handicap.

Note: Any false statement or omission may disqualify an applicant from further consideration for employment and may be considered justification for immediate dismissal, if discovered at a later date.

* * * * *

Date _____

Last Name First Middle Social Security #

Street Address City State Zip Telephone #

How were you referred to us?

Newspaper Ad: _____

Employment Agency: _____

Friend: _____

Relative: _____

Employer: _____

Other: _____

Please note: Only applicants who are interviewed will receive letter of acknowledgement.

Name of referral source: _____

Position (s) applied for: _____

What is your minimum weekly salary requirement: _____

Date available for work: _____

EDUCATIONAL DATA

School	Name and Location	Dates	Course of Study	Did you Graduate	Degree or Diploma
Graduate / Professional	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
Elementary	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

EMPLOYMENT HISTORY

List present or most recent employer first (use other side of application if necessary). List all full-time and part-time employment held in the past ten (10) years. You may include any verified work performed on a volunteer basis. Continue on a separate sheet, if necessary.

1. Employer: _____

Address: _____

Telephone No. _____

Employed from: _____ to: _____

Salary start: _____ end: _____

Job Title: _____

Job duties and responsibilities: _____

Reason for leaving: _____

Supervisor's Name: _____

DO NOT CONTACT: _____

Reason: _____

2. Employer: _____

Address: _____

Telephone No. _____

Employed from: _____ to: _____

Salary start: _____ end: _____

Job Title: _____

Job duties and responsibilities: _____

Reason for leaving: _____

Supervisor's Name: _____

DO NOT CONTACT: _____

Reason: _____

3. Employer: _____

Address: _____

Telephone No. _____

Employed from: _____ to: _____

Salary start: _____ end: _____

Job Title: _____

Job duties and responsibilities: _____

Reason for leaving: _____

Supervisor's Name: _____

DO NOT CONTACT: _____

Reason: _____

AGREEMENT

Please read the following statements carefully:

I hereby affirm that I have read and understand this application and that the information, which I have provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I agree that any omission or falsified information may disqualify me from further consideration for employment and may be considered justification for my immediate dismissal, if discovered at a later date.

I hereby authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide Easthampton Public Schools with any relevant information that may be required to arrive at an employment decision. I hereby release said persons and entities and Easthampton Public Schools from any and all liability for providing this information.

Signature

Date

SEALED RECORD NOTICE: Read Carefully

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, court appearance, and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Please provide the following information unless it has been officially annulled, expunged, or sealed by a court:

Have you ever been convicted of a felony? Yes No

If yes, provide full details: _____

Were you ever imprisoned for a felony conviction? Yes No

If yes, where and when? _____

Were you convicted of a misdemeanor within the past five (5) years with the exception of a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace? Yes No

If yes, provide full details: _____

Are you presently on lay-off and subject to recall? Yes No

Should you be offered employment, would you consent to a medical examination, as a condition of employment, conducted solely for the purpose of determining whether you are, with reasonable accommodation, capable of performing the essential functions of the job? Yes No

Do you possess any other experience, skills, or qualifications, which you feel would be especially useful for work with Easthampton Public Schools? If yes, provide details: _____

Person to be notified in case of emergency:

Name: _____

Address: _____

Telephone No.: _____

NOTICE TO APPLICANTS

If you are not authorized to work in the United States, please do not apply. We hire only U.S. Citizens and those Aliens who are permitted by the United States Government to work in the United States.

United States Law (Immigration Reform and Control Act of 1986) forbids us from hiring any person who is not a United States Citizen or an Alien who is specifically allowed by the U.S. Government to work in the United States.

No one that we hire will be allowed to work until:

1. They sign a sworn statement that they can legally work in the United States, and
2. They show us the original and give us a copy for our files of a birth certificate, social security card, driver's license with photograph, photography identification issued by the state, U.S. Passport, Certificate of Citizenship or Naturalization, Resident Alien Card ("Green Card") or other identification documents approved by the U.S. Government.

Making a false oath or giving us false papers to get a job is punishable by jail and a possible fine.

Our applications may be inspected by the U.S. Immigration Service and the U.S. Department of Labor.

The Easthampton Public Schools is an equal opportunity employer and does not discriminate against race, color, national origin, sex, disability, religion, or sexual orientation.

EASTHAMPTON PUBLIC SCHOOLS

EASTHAMPTON MUNICIPAL BUILDING

50 Payson Avenue, 2nd Floor

Easthampton, MA 01027

(413) 529-1500 TEL

(413) 529-1567 FAX

e-mail: superintendent@epsd.us

website: www.epsd.us



Allison LeClair, Ed.D., Superintendent

July 1, 2018

RE: MGL Chapter 459 of the Acts of 2012 "An Act Relative to Background Checks"

As newly hired employee of the Easthampton Public Schools, you are required to comply with the requirement of Chapter 459 of the Acts of 2012, 'An Act Relative to Background Checks'. This law, codified as an amendment to MGL c. 71 § 38R, requires that everyone employed by a Massachusetts school district who may have "direct and unmonitored contact with children" submit to "a state and national fingerprint-based criminal background check." Your fingerprint results must be on file with the Easthampton Public Schools prior to your first day of employment.

CORI checks, which also are mandatory, have no associated fee for employees. There is, though, a fee for running the national fingerprint-based checks. The fee currently is \$55 for school employees licensed under Section 38G (DESE-licensed individuals employed as educators and specialists, and *any other employee* who holds DESE licensure, regardless of her/his position) and \$35 for all others. Payment of the fee is the responsibility of the individual employee.

On our District's website, www.epsd.us, you will find the SAFIS Program Registration Guide for Pre-K-12th Grade Education (ESE), as well as the SAFIS-FORM-004, How to Change, Correct, or Update your national Criminal History Record Response paperwork.

Please go to <http://www.identogo.com/FP/Massachusetts.aspx> or phone (866) 349-8130 to schedule your appointment. You will be required to provide the Easthampton Public School's Department of Elementary & Secondary Education (ESE) Organization Code: 00860000. (Substitutes, interns, student teachers, and subcontractors, may provide up to 10 district organization codes to eliminate the need to pay the fee multiple times).

At the time you are fingerprinted you will be provided with a fingerprint receipt. A copy of this receipt must be provided to Sue Colby at the above address and your fingerprint results (or a "Suitability Determination Letter") must be on file with the Easthampton Public Schools prior to your first day of employment.

If you have any questions, please feel free to contact Sue Colby at 413-529-1500 ext. 121.

Sincerely,

Allison LeClair, Ed.D.
Superintendent of Schools



Allison LeClair, Ed.D., Superintendent

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(413) 529-1500 TEL

(413) 529-1567 FAX

e-mail: superintendent@epsd.us

website: www.epsd.us

SUBJECT INFORMATION:

(copy of driver's license or government picture identification must be attached to this form)

LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

MAIDEN NAME OR ALIAS (if applicable) _____

Phone number _____

DATE OF BIRTH _____

PLACE OF BIRTH _____

Last six Digits of Your Social Security Number (**required**) xxx - _____

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name _____

Father's Full Name _____

Current and Former Addresses

Street Number & Name City/Town, State, Zip _____

Street Number & Name City/Town, State, Zip _____

The above information was verified by reviewing the following form(s) of government issued identification:
(a copy of picture identification must be attached to this form)

Verified by: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee

A great place to learn and grow.

