

Return to: Easthampton Public Schools
Attn: Superintendent of Schools
Easthampton Municipal Building
50 Payson Avenue, 2nd Floor
Easthampton, MA 01027

CUSTODIAL/PARAPROFESSIONAL/SECRETARIAL APPLICATION

For Classified Employment in the
EASTHAMPTON PUBLIC SCHOOLS
Easthampton, Massachusetts
An Equal Opportunity Employer

The Easthampton Public Schools is an equal opportunity employer and does not discriminate on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status, or disability.

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, please notify the school department representative. In addition to the information required below, please provide any other information you think would be helpful to us in considering you for employment.

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.

* * * * *

Application Date

Position Applied For

Last Name

First

Middle

Other/Birth Name(s)

Social Security #

Street Address

City

State

Zip

Telephone #

Email

How were you referred to us?

Newspaper Ad: _____

Employment Agency: _____

Friend: _____

Relative: _____

Employer: _____

Other: _____

EDUCATIONAL DATA

School	Name and Location	Dates	Course of Study	Degree or Diploma
<hr/>				
Graduate/Professional				
<hr/>				
College				
<hr/>				
High School				
<hr/>				
Other				

EMPLOYMENT HISTORY

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

<hr/>			
Employer			
<hr/>			
Address		City, State, Zip Code	Telephone No.
Employed	from: _____	to: _____	
Salary	_____		
<hr/>			
Job Title		Job Duties and Responsibilities	
<hr/>			
Reason for leaving:			
<hr/>			
Supervisor's Name		Ok to Contact? If no, provide reason	
<hr/>			
Employer			
<hr/>			
Address		City, State, Zip Code	Telephone No.
Employed	from: _____	to: _____	
Salary	_____		
<hr/>			
Job Title		Job Duties and Responsibilities	
<hr/>			
Reason for leaving:			
<hr/>			
Supervisor's Name		Ok to Contact? If no, provide reason	

Employer

Address

City, State, Zip Code

Telephone No.

Employed

from: _____

to: _____

Salary

Job Title

Job Duties and Responsibilities

Reason for leaving:

Supervisor's Name

Ok to Contact? If no, provide reason

MILITARY SERVICE

If you have ever served in any branch of the Armed Forces, including the Reserves, complete the following:

Branch: _____

Place & Date of Discharge: _____

Any special training or skills _____

Duties performed _____

Reserve obligations: (List branch and unit) _____

PERSONAL REFERENCE (Not former employers or relatives)

Name/Occupation

Address

Telephone Number

Name/Occupation

Address

Telephone Number

Name/Occupation

Address

Telephone Number

Applicant Statement and Authorization

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 give the Easthampton Public Schools authorization to investigate any and all statements contained herein. I also give permission to the references and previous employers listed on the application and any attachments to provide the Easthampton Public Schools with 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 the Easthampton Public Schools.

Agreed to: _____
Candidate's Signature