

For Office Use Only

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**SCHOOL ADMINISTRATIVE UNIT #101  
PROFESSIONAL EMPLOYMENT APPLICATION**

(Please Type or Print)

POSITION(S) DESIRED \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_  
Last First Middle (\_\_\_\_\_) \_\_\_\_\_  
Street Telephone

City State Zip

Permanent Address \_\_\_\_\_  
Street Telephone

City State Zip

E-Mail Address (if available) \_\_\_\_\_

List, in order of preference, the grades, subjects and/or positions for which you are applying:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date available for employment \_\_\_\_\_

Are you presently under contract?  Yes  No

**CERTIFICATION** (List all areas in which you hold valid New Hampshire and/or out-of-state certificates. Note: Applicants holding a certificate from another state must obtain a New Hampshire Certificate in order to teach in New Hampshire School Districts.)

| Area of Certification | Issuing State | Date Issued |
|-----------------------|---------------|-------------|
|                       |               |             |
|                       |               |             |
|                       |               |             |
|                       |               |             |

**EDUCATIONAL BACKGROUND** (Attach additional pages if necessary)

|                    | School or Institution and Location | Major/Minor | Diplomas, Degrees or Credits Earned | Grade Point Average (GPA) |
|--------------------|------------------------------------|-------------|-------------------------------------|---------------------------|
| High School        |                                    |             |                                     |                           |
| College/University |                                    |             |                                     |                           |
| College/University |                                    |             |                                     |                           |
| Graduate Study     |                                    |             |                                     |                           |
| Graduate Study     |                                    |             |                                     |                           |

Please attach copies of all college/ university and graduate study transcripts.

**EXPERIENCE** (Present or most recent first; attach additional pages if necessary)

|  |   |                                      |
|--|---|--------------------------------------|
| Dates (M/D/Y)<br><br>From<br><br>_____ | Name of Employer and Address<br>_____<br>_____<br>_____ | Your Title<br>_____                  |
|  | Phone Number<br>_____                                   | Reason for Leaving<br>_____<br>_____ |
| To<br><br>_____                        | Work Performed<br>_____<br>_____<br>_____               |                                      |
| Name and Title Of Supervisor           |   | Final Yearly Salary                  |

|  |   |                                      |
|--|---|--------------------------------------|
| Dates (M/D/Y)<br><br>From<br><br>_____ | Name of Employer and Address<br>_____<br>_____<br>_____ | Your Title<br>_____                  |
|  | Phone Number<br>_____                                   | Reason for Leaving<br>_____<br>_____ |
| To<br><br>_____                        | Work Performed<br>_____<br>_____<br>_____               |                                      |
| Name and Title Of Supervisor           |   | Final Yearly Salary                  |

|  |  |                                    |
|--|--|------------------------------------|
| <b>Dates (M/D/Y)</b><br><br><b>From</b><br><br>_____ | <b>Name of Employer and Address</b><br>_____<br>_____                  | <b>Your Title</b><br>_____         |
|  | <b>Phone Number</b><br>_____   | <b>Reason for Leaving</b><br>_____ |
|  | <b>To</b><br>_____<br><b>Work Performed</b><br>_____<br>_____<br>_____ |                                    |
| <b>Name and Title Of Supervisor</b>                  |  | <b>Final Yearly Salary</b>         |

Please list activities that you are qualified to supervise or coach: \_\_\_\_\_

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If you have not been previously employed in a teaching position, please complete the following:

**STUDENT OR PRACTICE TEACHING**

| Grade or Subject Taught | Name and Address of School | 1. College Supervisor<br>2. Cooperating Teacher |
|-------------------------|----------------------------|---|
|                         | _____                      | 1.<br>2.  |
|                         | _____                      | 1.<br>2.  |

**STUDENT TEACHING REFERENCES:**

Please attach photocopies of letter of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

**REFERENCES** (Attach additional pages if necessary)

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of each school in which applicant is or has been employed.

| Name | Position | Address | Telephone |
|------|----------|---------|-----------|
|      |          |         |           |
|      |          |         |           |
|      |          |         |           |

**OTHER QUALIFICATIONS**

Summarize special job related skills and qualifications acquired from employment or other experiences (including US military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

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**GENERAL BACKGROUND INFORMATION**

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Professionally disciplined means that annulment, revocation or suspension of your teaching certification, or the receipt of a letter of reprimand from an agency, board or commission of state government, such as the New Hampshire Department of Education.

Criminal offense includes all felonies and misdemeanors.

Conviction includes adjudications of guilt, pleas of "nolo contendere" (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, sentences or probation.

You may omit: minor traffic violations, and offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court under a juvenile delinquency law.

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| <p>Have you ever been convicted of a criminal offense?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <hr/> <p>Are you currently charged with a criminal offense?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> |
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Have you been fired, dismissed or non-renewed from any job for any reason? \_\_\_\_\_

Have you quit a job after being notified that you would be fired, dismissed or non-renewed, or after being notified that you would be recommended for firing, dismissal or non-renewal? \_\_\_\_\_

Have you ever been professionally disciplined in any state? \_\_\_\_\_

Are you subject to any visa or immigration status which would prevent lawful employment? \_\_\_\_\_

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

**BACKGROUND AND CRIMINAL HISTORY CHECKS**

Each applicant for employment must submit to the school district a completed Criminal History Release Authorization Form and his or her fingerprints. The school district can supply an Authorization Form and fingerprint card to each applicant. 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 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 school district.

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of School Administrative Unit #101 may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to the School Administrative Unit #101. I further authorize the School Administrative Unit #101 officials to investigate my background, now or in the future, to verify the information provided, and I release from liability all persons and/or entities supplying information regarding my background.

Date \_\_\_\_\_

Signature \_\_\_\_\_

*The School Administrative Unit #101101 does not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin or any other legally protected classification. Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990 and New Hampshire RSA 354-A. Information relative to special accommodations and the designated responsible official for compliance with Title VI and Title IX, and Section 504 may be obtained by contacting the School District. If you need accommodations in completing this application, please contact the School District.*