

Application for Employment

NORWOOD PUBLIC SCHOOLS
 James R. Savage Educational Center
 275 Prospect Street, PO Box 67
 Norwood, MA 02062

PLEASE PRINT

Position(s) applied for _____ Date of application ____/____/____

Name _____
 Last First Middle

Address _____
 Street City State Zip Code

Telephone No.(____) _____ Social Security Number ____-____-____

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and responsibilities	
Reason for leaving		Hourly Rate/salary Start \$ _____ per _____ Final \$ _____ per _____	

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If you are under 18, can you furnish a work permit? Yes No
 Have you ever been employed here before? Yes No
 Are you legally eligible for employment in the United States? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work _____ / _____ / _____

Type of employment desired Full-Time Part-Time Temporary Seasonal

Are you able to meet attendance requirement of the position? Yes No

Have you been arraigned and/or convicted of a felony in the last seven (7) years? Yes No

(Such conviction may be relevant if job related, but may not bar you from employment.)

If yes, please explain _____

Driver's license number (if job-related) _____ State _____

Skills and Qualifications

Summarize any training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the positions for which you are applying.

Educational Background

Name and Location	Years Completed	Did You Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

References (Please list three (3))

Name	Address	Telephone	Years Known

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

The employer has the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representative for seeking such information, and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date _____ / _____ / _____

The Norwood Public Schools do not discriminate on the basis of race, color, sex, religion, national origin, gender identity, sexual orientation or disability in the operation of educational programs, extra-curricular activities, public events, or in employment.

If you require accommodations related to accessibility, communication or any other aspects of the pre-employment prospect, you may request them from the ADA Coordinator. All such requests will be confidential and will not affect the hiring in anyway.

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.

No person will be hired by Norwood Public Schools without a Criminal Record (CORI) and SAFIS fingerprint check.