

SCHOOL ADMINISTRATIVE UNIT No. 14

**213 MAIN STREET
EPPING, NEW HAMPSHIRE 03042
(603) 679-8003 x 7101
FAX (603) 679-1237**

**EPPING SCHOOL DISTRICT
EMPLOYMENT APPLICATION FOR PARAPROFESSIONAL POSITIONS**

(Please Type or Print)

POSITION (S) DESIRED _____

Name _____
Last First Middle Social Security Number

Present Address _____ (_____) _____
Street Telephone

City State Zip

Permanent Address _____ (_____) _____
Street Telephone

City State Zip

E-Mail Address (if available) _____

List, in order or preference, the position(s) for which you are applying:

1. _____ 2. _____ 3. _____

Date available for employment _____

ARE YOU PRESENTLY RECEIVING A CHECK/BENEFITS FROM THE NEW HAMPSHIRE RETIREMENT SYSTEM? Please circle one: YES NO (For NHRS Data Information)

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)

Date (M/D/Y) From _____	Name of Employer and Address _____ _____ Telephone Number _____	Your Title _____ Reason for Leaving _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Hourly Rate

Date (M/D/Y) From _____	Name of Employer and Address _____ _____ Telephone Number _____	Your Title _____ Reason for Leaving _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Hourly Rate

Date (M/D/Y) From _____	Name of Employer and Address _____ _____ Telephone Number _____	Your Title _____ Reason for Leaving _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Hourly Rate

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 U.S. 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.

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

CERTIFICATION (Paraprofessionals and Subs only)

(List all areas in which you hold Valid New Hampshire and/or out-of-state teaching 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

Please attach copies of all teaching certificates.

STUDENT OR PRACTICE TEACHING

Grade or Subject Taught	Name and Address of School	1. College Supervisor 2. Cooperating Teacher
	_____	1. _____ 2. _____
	_____	1. _____ 2. _____

STUDENT TEACHER REFERENCES

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

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any questions, 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 crime 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 the annulment, revocation or suspension of your teacher 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.

Crime includes all felonies and misdemeanors.

Conviction includes adjudication of guilt, pleas of guilty, pleas of “nolo contendere” (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, incarceration, or other sentences or probation.

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

- Have you ever been arrested for or convicted of a crime that has not been annulled by a court? Yes No
- Have you ever been fired, dismissed or non-renewed from any job for any reason? Yes No
- 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? Yes No
- Have you ever been professionally disciplined in any state? Yes No
- Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No
- Are there any criminal charges pending against you? Yes No

PLEASE REFER TO THE ATTACHED NH CRIMINAL STATUTES WITH FELONY PENALTIES

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 No. 14 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 School Administrative Unit No. 14. I further authorize School Administrative Unit No. 14 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

School Administrative Unit No. 14 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. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education 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 accommodation and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting School Administrative Unit No. 14. If you need accommodations in completing this application, please contact School Administrative Unit No. 14.