

FRANKLIN CENTRAL SUPERVISORY UNION

Superintendent's Office: 28 Catherine Street, St. Albans, Vermont 05478 ♦ Telephone: (802) 524-2600

Schools: St. Albans Town Educational Center ♦ St. Albans City School ♦ Fairfield Center School ♦

Bellows Free Academy Union District High School #48 ♦ Northwest Technical Center

APPLICATION REQUIREMENTS

Thank you for your interest in the Franklin Central Supervisory Union (FCSU) and its member schools. In order to facilitate your application process, please review the information table below to determine the requirements for each of the categories of employment. A signed employment application is required for all position; however, you may omit information that is otherwise supplied on your resume.

You need only to complete one application for one or more positions during the school year. Applications will be kept on file for the school year only. Once your application is on file, you may call our office or send a letter of interest to activate your application file for position consideration during the school year.

Position	Application Requirements
Teacher	<ol style="list-style-type: none"> 1. Employment Application 2. Transcripts showing coursework and degrees earned 3. Three letters of work related reference (with contact names and numbers) 4. Copy of Certificate/License(s) 5. Writing Sample 6. Release for Criminal Check Form (Fingerprinting)
Administrator	<ol style="list-style-type: none"> 1. Employment Application 2. Three letters of recommendation and/or three reference names and numbers 3. Transcript(s) 4. Certification(s)/License(s) – if applicable 5. Writing Sample 6. Release for Criminal Check Form (Fingerprinting)
Support Staff	<ol style="list-style-type: none"> 1. Employment Application 2. Three letters of recommendation and/or three reference names and numbers 3. Transcript(s) – if applicable 3. Certification/License(s) – if applicable 4. Release for Criminal Check Form (Fingerprinting)
Substitute/Temporary Employees	<ol style="list-style-type: none"> 1. Employment Application 2. Three letters of recommendation and/or three references names and numbers 3. Proof of High School Graduation. 4. Release for Criminal Check Form (Fingerprinting)

** Certain positions, because of physical and/or legal requirements may require you to have a physical exam at the district's expense if a conditional offer of employment is made. Information will be provided at a later time, should this be asked of you.*