

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 FOR EMPLOYMENT

Date of Application: _____

Please print clearly

Contact Information	Name: _____			
	<i>Last</i>	<i>First</i>	<i>Middle Initial</i>	
	Mailing Address: _____			
	<i>Number and Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
	Email Address: _____			
Daytime Phone: (____) _____		Evening Phone: (____) _____		
Referral Source: <input type="checkbox"/> Self <input type="checkbox"/> SchoolSpring <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> College Placement Office <input type="checkbox"/> Other (please list) _____				

Employment Requirements	Position Desired: _____		Date Available: _____
	Location Preferred: <input type="checkbox"/> St. Albans City (K-8) <input type="checkbox"/> St. Albans Town (K-8) <input type="checkbox"/> Fairfield Schools (K-8)		
	<input type="checkbox"/> Bellows Free Academy HS (9-12) <input type="checkbox"/> Northwest Technical Center (9-Adult) <input type="checkbox"/> Central Office		
	Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
	<input type="checkbox"/> Temporary/Substitute <input type="checkbox"/> Extracurricular/Coaching Staff		
Employment Type: <input type="checkbox"/> Full Year <input type="checkbox"/> School Year <input type="checkbox"/> Other: _____			
Preferred hours/days: _____ Salary/Wage Desired: _____			

Education	School and Location	Degree/ Diploma
	<i>High School:</i>	
	<i>College:</i>	
	<i>Other Institutions:</i>	

Credentials	<i>If you are applying for a teaching position, please attach a copy of your teaching license and copy of your transcript(s)</i>				
	Certificate/License	License Level	Endorsement(s)	State	Expiration Date

<i>Print below your full work history for the last 10 years beginning with your most recent position, or attach a current resume.</i>			
Employment Dates	Employer Name & Location	Phone	Position Duties/ Responsibilities
<i>From:</i>			
<i>To:</i>			
<i>From:</i>			
<i>To:</i>			
<i>From:</i>			
<i>To:</i>			
<i>From:</i>			
<i>To:</i>			
<i>From:</i>			
<i>To:</i>			

General Information
<p>Are you under the age of 18? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If hired, can you provide proof that you are legally eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Are you able to travel if the job requires it? <input type="checkbox"/> No <input type="checkbox"/> Yes Are you on layoff and subject to recall? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Are you able to perform the essential functions of the job for which you are applying with/without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No, (please explain): _____</p> <p>Have you applied to FCSU or any member schools within the last 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Have you ever worked for FCSU or any of its member schools? <input type="checkbox"/> No <input type="checkbox"/> Yes (dates): _____</p> <p>If previously employed by FCSU or member schools, Why did you leave? _____</p> <p>Do you have relatives that work for FCSU? Where and in what positions? _____</p> <p><i>If you answer yes to any of the questions below, please attach an additional sheet of paper explaining the circumstances.</i></p> <p>Have you ever been fired or been requested to resign any position? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>In your work career, have you received discipline greater than an oral reprimand? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If a license is required for the position for which you are applying, has any licensing agency ever disciplined you or revoked your license? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>In the past ten (10) years have you been convicted for any violation of the law? <input type="checkbox"/> No <input type="checkbox"/> Yes, (Please include the basis for conviction, date and any circumstances contributing to rehabilitation.)</p> <p>_____</p>

Other Skills

Skills, Training, Qualifications And Licenses: Please provide in the space below any additional information that may help us know more about your work related skills and abilities. You may attach other documentation as necessary and appropriate.

Please print below three work related references that could verify your work history, employment performance and experience:

References:

Name: _____ Relationship: _____
Daytime Phone: (____) _____ Evening Phone: (____) _____
Address: _____
Number and Street City State Zip
Email Address: _____

Name: _____ Relationship: _____
Daytime Phone: (____) _____ Evening Phone: (____) _____
Address: _____
Number and Street City State Zip
Email Address: _____

Name: _____ Relationship: _____
Daytime Phone: (____) _____ Evening Phone: (____) _____
Address: _____
Number and Street City State Zip
Email Address: _____

Statement of Understanding

I certify that the information contained in this application and attachments is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for dismissal from employment should I be granted or awarded a position. I understand that in making this application, Franklin Central Supervisory Union (FCSU) may be contacting my references and/or prior employers. I understand that if FCSU is unable to contact my references and/or prior employers, it may affect my opportunity for employment. If there are extenuating circumstances that I, as an applicant, believe that FCSU should know about, I will attach an explanation of said issues or circumstances. Further, I hereby authorize my former employer(s), reference(s) and any other individual(s) or organization(s) to speak freely about my employment and/or to provide information solicited by the FCSU including a copy of my personnel file. I hereby release and discharge each of the above, including the FCSU, from any liability of any kind or nature.

All qualified applicants receive consideration for employment in accordance with the policy of the FCSU. It is the policy of FCSU not to discriminate in educational programs, activities, or employment practices on the basis of age, race, color, creed, sex, national origin, place of birth, ancestry, sexual orientation or handicap under the provisions of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA) and Fair Employment Practices, 21 V.S.A. Chapter 5, Subchapter 6.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the FCSU and myself. If this application results in employment, I will be provided information regarding my rights as an employee of the FCSU.

I understand that as part of my employment application process, the FCSU may conduct a review of existing state and federal criminal records of convictions for certain crimes as specified by law. A record of conviction may not be an automatic bar to employment.

Certain positions, because of physical requirements and/or legal requirements, may require applicants to pass a physical exam at the FCSU expense and after a conditional offer of employment is extended.

Applications from those persons who are not otherwise hired will be kept on file and may be accessed for open positions for the school year only.

I understand that if I accept employment by the FCSU, as a result of my employment, I may receive FCSU property to fulfill my employment obligations. At the time my employment ceases, I shall immediately return to FCSU all of its property and pay any personal expenses I incurred on any of my FCSU accounts. If I fail to do this, FCSU may deduct the cost of such FCSU property and my personal expenses from my final paycheck.

If I am hired by FCSU, I understand that FCSU policies and procedures, as they may be changed in the future, shall be applicable to me and I shall read them and comply with the provisions during my employment.

I understand that this application, under no circumstances, represents any obligation by the FCSU to offer me employment of any type.

Signature

If you have questions about these statements, please ask prior to signing.

I acknowledge that I have read each of the above statements and understand the same and consent thereto.

Applicant: _____ **Date:** _____