

School Administrative Unit #7
21 Academy Street, Colebrook, NH 03576
Main Number: 603-237-5571 Fax: 603-237-5126

Clarksville – Colebrook – Columbia – Pittsburg – Stewartstown

APPLICATION FOR EMPLOYMENT

Three current letters of reference must be submitted with this application.

Personal Information – all applicants

Position Desired:	Date
School District of Interest:	<input type="checkbox"/> Colebrook Elementary (K-8) <input type="checkbox"/> Colebrook Academy (9-12) <input type="checkbox"/> Pittsburg School <input type="checkbox"/> Stewartstown School (K-8) <input type="checkbox"/> School Administrative Unit #7

Name:	Email Address:
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Mailing Address:

Primary Phone No:	Work Phone No:
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Employment History – all applicants

Please list current employer and at least two former employers starting with the most recent.

Current Employer:	Phone No:
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Mailing Address:

Job Title:	Supervisor's Name:
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Dates of Employment: (mm/dd/year) Start Date: End Date:	Reason for Leaving: May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Brief Description of Primary Job Responsibilities:
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Name of Previous Employer #1:	Phone No:
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Mailing Address:

Job Title:	Supervisor's Name:
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Dates of Employment: (mm/dd/year) Start Date: End Date:	Reason for Leaving: May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Brief Description of Primary Job Responsibilities:
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Name of Previous Employer #2:	Phone No:
Mailing Address:	
Job Title:	Supervisor's Name:
Dates of Employment: (mm/dd/year) Start Date: End Date:	Reason for Leaving: May we contact your employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Description of Primary Job Responsibilities:	
Qualifications - all applicants Please list qualifications for this position including personal experience	
Education - all applicants	
College(s) Name/State:	Years Completed: Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Degree(s): <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other:	
High School Name/State:	Years Completed: Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
List any membership in professional or civic organizations:	
Certification Information - Teaching & Para-professional positions only	
Are you certified to as a teacher or para-professional in NH? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process	
Certification Number:	Expiration Date:
Endorsement Areas:	
If currently in process of being certified, what alternative plan are you using?	
Expected date to complete this alternative plan:	
Expected date to complete certification:	

College Courses or Workshops

List any courses or workshops you have taken (that were not included in your college degree):

Would you be interested in coaching or supervising any extracurricular activities: Yes No

Coaching Positions - Coaching positions only

Have you completed the NFHS Fundamentals of Coaching Course as required by NHIAA for any varsity-level coach? Yes (attach a copy) No

Do you hold a current CPR/AED certification as required by NHIAA and the School Districts of SAU #7? Yes (attach a copy) No

Do you currently hold a first aid or equivalent certification as required by NHIAA and the School Districts of SAU #7? Yes (attach a copy) No

References

Reference #1:

Name:

Address:

Phone Number:

Occupation:

Reference #2:

Name:

Address:

Phone Number:

Occupation:

Reference #3:

Name:

Address:

Phone Number:

Occupation:

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 crime is not a bar to employment in all cases. Each case is considered on its own merits. Your answers will be verified with appropriate police records.

Professionally disciplined means the 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.

Crime includes felonies and misdemeanors.

Conviction includes adjudications 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.

General Background Information - continued

Have you ever been arrested for, or convicted of, a crime that has not been annulled by a court? Yes No

Have you 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

If you answered "yes" to any of the above questions, please provide a detailed explanation as a separate document, including dates, printed name and signature, and submit it with this application.

Background and Criminal History Checks

Each applicant for employment must submit to the SAU #7 and the School Districts within SAU #7, a completed Criminal History Release Authorization Form and his/her fingerprints. The SAU #7 office 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 SAU #7 or the School Districts within SAU #7 extends to an applicant, is conditional upon the successful processing of his/her fingerprints and the receipt of criminal history and background check results that are acceptable to SAU #7 and the School Districts within SAU #7.

Certification of information

I certify that the information on this application and any additional documents provided are true, correct and complete to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information or omission 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 #7 and School Districts within SAU #7 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 SAU #7 and School Districts within SAU #7. I further authorize the SAU #7 and School Districts within SAU #7 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.

Signature of Applicant

Date

Send completed application, transcripts, references and other accompanying documentation to:

School Administrative Unit #7 (SAU #7)
21 Academy Street
Colebrook, NH 03576

SAU #7 and the School Districts within SAU #7 do 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 VII 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 accommodations and the designated responsible official for compliance with Title IV, Title IX and Section 504 may be obtained by contacting the SAU #7 office. If you need accommodations in completing this application, please contact the SAU #7 office