

CONCORD SCHOOL DISTRICT

38 Liberty Street, Concord, NH 03301-3999
Tel: (603) 225-0811 • Fax: (603) 226-2187

APPLICATION FOR SUBSTITUTE POSITION INCLUDING NURSES (RN OR LPN)

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone _____
Home Work Other

Email Address _____

EDUCATIONAL ASSISTANT

Elementary Middle School High School

Grades Preferred _____ Subject(s) Preferred _____

NURSE Elementary Middle School High School

SPECIALIST Elementary Middle School High School

TEACHER Elementary Middle School High School

Grades Preferred _____ Subject(s) Preferred _____

OTHER: _____

Elementary Middle School High School

Do you have the legal right to accept employment in the United States? Yes No

Are you certified? Yes No Expiration Date _____

What state(s)? _____ What area(s)? _____

Are you HQT (substitute teachers of core content areas) Yes No

What state(s)? _____ What area(s)? _____

Are you under contract? Yes No Expiration Date _____

Where? _____

May we contact your previous employer(s)? Yes No If no, please explain:

EDUCATION AND TRAINING
(Transcripts are not required for Substitute Teachers)

Dates Attended		<u>College/University</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Awarded</u>
<u>From</u>	<u>To</u>				

TEACHING EXPERIENCE
(List most recent experience first)

Dates		<u>School/Address</u>	<u>Grade/Subject</u>	<u>No. of Years</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>				

ADMINISTRATIVE EXPERIENCE

Dates		<u>School/Address</u>	<u>Grade/Subject</u>	<u>No. of Years</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>				

OTHER WORK EXPERIENCE
(Include Military Service)

Dates		<u>School/Address</u>	<u>Grade/Subject</u>	<u>No. of Years</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>				

ADDITIONAL INFORMATION

You may use this space to add any information such as committee, volunteer, civic, or other life experiences not included earlier.

REFERENCES

List five (5) persons, not related to you, who have firsthand knowledge of your character, personality, scholarship and teaching or administrative skills. Please list name, address and phone number for each. Enclose three (3) letters of reference or recommendation forms with this application, including in particular those from teachers and school administrators under whom you have worked.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone</u>
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PLEASE NOTE:

1. Enclose resume, transcript(s) and three current, signed letters of reference. Transcripts are not required for substitute teachers.
2. Interviews will be scheduled with **selected** candidates on the basis of education, experience, other qualifications, and available openings.
3. Any offer of employment is contingent upon the results of a physical exam. Information obtained in this post-offer exam will be treated as a confidential medical record and used only in accordance with the Americans with Disabilities Act (ADA). A physical exam is required for substitutes.
4. The District's evaluation of the qualifications of an employee or candidate and hiring decisions are made without regard to factors such as sex, race, color, national origin, religion, lawful political or organization affiliation, age, marital status, or disability.

To your knowledge, have you had or do you currently have any relatives employed by the District? Yes No

If yes, what is/was their name? _____

What is/was their position in the District? _____

Describe your relationship to them _____

NOTICE: Your answers to the following questions will not necessarily bar you from employment with the Concord School District. When the District is considering whether an offer of employment will be made, factors such as how long ago the violation occurred, seriousness and nature of the violation, and rehabilitation are taken into account in determining your current fitness for employment with the District. **It is also important to note that by decision of the appropriate governing body or authorized representative, the District may deny an applicant a final offer of employment if such applicant has been convicted of any felony in addition to those violations listed below.**

Have you been charged pending disposition for or been convicted and/or been found guilty by a court of competent jurisdiction or a state agency serving in a judicial capacity of: (a) any violation or attempted violation where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States; or (b) any offense involving sexual misconduct, moral turpitude, or abuse of children?

Yes No

If yes, please explain: _____

By signing this Application, I certify that I have never been convicted of a criminal offense other than those I have specifically listed in this Application. I further certify that I have never been convicted of any offense involving sexual misconduct, moral turpitude, or abuse of children other than those I have specifically listed in this Application.

By signing this Application, I also certify that the facts contained in this Application are true, complete, and accurate to the best of my knowledge and belief. I acknowledge and understand that the Superintendent of Schools (and/or his or her designee) and the School Board will be relying on the information contained in this Application and on my declaration that the information contained in the Application is true, complete, and accurate.

At some point in the selection process, the information contained in this Application will be subject to verification. I understand and agree that if employed, any false statements, material half-truths, material misstatements, misrepresentations, or omission on this Application, which are made without full disclosure of all relevant facts, shall be grounds for the School District to immediately void any employment contract with me and shall be grounds for my immediate dismissal from employment with the School District. I also understand that any offer of employment that is extended to me by the Concord School District is conditional upon the verification of the information contained in this Application. If any of that information cannot be verified or appears to be false, inaccurate, or incomplete, that factor may act as an automatic withdrawal of any such offer of employment.

In making this application for employment, I authorize the Concord School District and its agents or administrators to fully investigate all statements contained in this Application. I recognize that this investigation, if made, may include information as to my credentials, background, abilities, character, general reputation, and personal characteristics.

I also authorize all references listed on this Application and all previous employers to give the Concord School District and its agents or administrators any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of the furnishing of such information to the School District or the District's representatives.

Signature

Date