

Application  
for  
Employment

Hartford School District  
73 Highland Ave • White River Jct., VT 05001  
Phone: 802-295-8600

Position applying for: \_\_\_\_\_

Date of application: \_\_\_\_\_

PERSONAL INFORMATION	
Applicant Name (First name, M.I., Last name)	Mailing address
Home phone number	Work/other phone number where you may be reached
Email address	
Have you ever been employed by this school district?	If yes, give date and position
Are you employed now?	May we contact your present employer?
Can you travel if the job requires it?	Date available to start
Have you ever been fired, discharged or non-renewed for any reason?	If yes, please explain

EDUCATION AND TRAINING			
	High School	College/University	Other
School Name			
Years completed			
Diploma/Degree			
Course of study			
Additional training, skills and/or qualifications you would like us to consider			

**EMPLOYMENT EXPERIENCE**

Start with your most current job and list all employers for the past five (5) years.

Dates Employed From                      To	Job title	Name and address of Employer
Brief description of duties		Name, title & phone number of Supervisor
Reason for leaving		Hourly Rate/Salary Starting                      End

Dates Employed From                      To	Job title	Name and address of Employer
Brief description of duties		Name, title & phone number of Supervisor
Reason for leaving		Hourly Rate/Salary Starting                      End

Dates Employed From                      To	Job title	Name and address of Employer
Brief description of duties		Name, title & phone number of Supervisor
Reason for leaving		Hourly Rate/Salary Starting                      End

Dates Employed From                      To	Job title	Name and address of Employer
Brief description of duties		Name, title & phone number of Supervisor
Reason for leaving		Hourly Rate/Salary Starting                      End

If you need additional space, please continue on the back of this application.

**REFERENCES**

Please list up to three additional people, not mentioned above and not related to you, whom you have known at least one year

Name & Occupation of Reference	Address	Phone number	Relationship to applicant	Years acquainted

**BACKGROUND**

Have you ever been convicted of a: \_\_\_ misdemeanor \_\_\_ felony \_\_\_ motor vehicle violation

If so, please explain, including the state in which this took place:

Have you ever been charged with any type of child abuse or child sexual abuse? \_\_\_Yes \_\_\_No

If so, what was the disposition of said charges? \_\_\_\_\_

If so, in what state did said charges take place? \_\_\_\_\_

A criminal record, background check is a prerequisite to employment. Employment offers are subject to completion of these record checks. Intentional failure to fully disclose information related to your criminal conviction record or substantiated charges of child/adult abuse or neglect will result in withdrawal of your application from further consideration or termination of your employment.

**EQUAL OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. We are an equal opportunity employer.

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application that the Hartford School District may deem necessary in arriving at a decision regarding my employment.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee, in writing.

In the event of employment, I understand that false or misleading information given in this or other application materials or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_