

SCHOOL ADMINISTRATIVE UNIT #67

**55 Falcon Way
Bow, NH 03304
TEL: 603-224-4728
FAX: 603-224-4111**

EMPLOYMENT APPLICATION – SUPPORT STAFF POSITIONS – Special Education Aides, General Ed. Assistants, Secretarial, Custodial, Food Service & Transportation. Note: Please do not enter “See Resume” on this Application.

Dunbarton Bow SAU # 67 (Please check one.)

NAME: _____
(Last Name) (First Name) (MI)

E-MAIL ADDRESS: _____

SOCIAL SECURITY # (optional) ____/____/____

PERMANENT ADDRESS: _____
(Street Address)

(City, State and Zip)

Home Tel #: _____ Cell # _____

Position for Which Applying: _____ **Date of Application:** _____

If hired, when could you begin work? _____

Have you worked for us in the past? Please explain _____

Educational Background

School	Name & Location	Years Completed	Did you Graduate?	List Degree(s)
High School		1 2 3 4	Yes No	
Post-secondary		1 2 3 4	Yes No	
Other		1 2 3 4	Yes No	

You must provide a complete list of all addresses at which you have resided over the past five (5) years.

Street Address City, State, Zip Approx. Dates

PRIOR RELATED EXPERIENCE (May include work and volunteer experience)

Dates Position Location Reason Left

REFERENCES (When possible, one should be a former employer.)

Name Position & Employer Phone

1) _____
2) _____
3) _____

If applying for a bus driving position, please provide the following information:

Driver's License #(s): _____ **State(s):** _____

Types of Licenses Currently Held and Endorsements: _____

I certify that I am 18 years of age or older: Please sign _____

HISTORY OF SUSPENSIONS, REVOTATIONS, OR CANCELLATIONS OF COMMERCIAL DRIVER'S LICENSE(S):

FROM TO EMPLOYER AT TIME OF ACTION DATE LICENSE RESTORED

APPLICATION SCREENING AUTHORIZATIONS

1. I certify that I have never been convicted of a criminal offense. Further, I certify that I have never been convicted of any offense involving sexual misconduct or moral turpitude and that I have notified the Superintendent of SAU #67 of any and all pending litigation which may affect my ability to accept the position for which I am applying.

2. I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Superintendent of Schools (and/or designee), and the School Board WILL BE RELYING ON the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statements or any material half-truths, material misstatements or omissions on this application, 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 SAU 67.

3. I authorize SAU # 67 and / or its School Districts and administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give SAU # 67 and/or its School District Administrators any pertinent information that they may personally know relative to me and/or any prior employment.

4. I hereby agree and promise that, if hired, I will report to my school Principal and/or the Superintendent of Schools, any reason to suspect that another employee is involved in any illegal or immoral act which is likely to be harmful to the School District and/or its students and employees.

5. Effective August 2, 1997, New Hampshire statute RSA 189:13-a requires that SAU #67 complete a background investigation, which must include a criminal history records check, on every selected applicant for employment in any position before a final offer of employment is made. The statute also requires that the selected applicant for employment submit to the District, as employer, a notarized criminal history records release form and a complete set of fingerprints so that the background investigation may be completed. By signing and submitting this Application for Employment, I understand that a complete background investigation, including a criminal history records check, will be conducted on me if I am selected for possible employment with the District and I agree that I will, upon request, provide the District with a notarized Criminal Record Release Authorization Form and a complete set of fingerprints to facilitate that background check. I understand that any offer of employment that is extended to me by the District is contingent upon the completion of the background investigation, which includes a criminal records check, and the District's satisfaction with the results of that background investigation.

By signing below the applicant has read and agreed to the above statements.

Signature of Applicant

Date

Unless advertisement or posting specifically requested differently, please submit completed application along with a letter of interest, resume, & three (3) CURRENT letters of recommendation (must have been written within last six months, must be signed, and must be dated) to: **MS. GAYLE THEOS**, Office Manager, SAU 67, 55 Falcon Way, Bow, NH 03304 or to gtheos@bownet.org.

Notice of Nondiscrimination

School Administrative Unit #67 and its member Districts (Bow and Dunbarton) do not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its educational programs, activities, and employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: **Ms. Tamara MacAllister**, Director of Student Services - School Administrative Unit #67 – 55 Falcon Way - Bow, NH 03304 - (603) 224-3095, Ext. 313.

Inquiries concerning the application of the nondiscrimination policies may also be referred to the Regional Director, Office of Civil Rights, U. S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.