



Weston Public Schools
Application for Employment

Human Resources Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Application for Employment	Revised Date:	May, 2012
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Policy: Compliance with Laws – Nondiscrimination laws of the Commonwealth.

The purpose of the Application for Employment is to allow the WPS to gather and ask the identical questions of all applicants applying for a specific position.

Completed By:	Individual seeking employment	Reviewed By:	Human Resources Assistant
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Approved By:	Individual doing the hiring	Entered By:	Human Resources Assistant
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Form Title:	Application for Employment	Estimated Time Frame:	1 day
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Process for Completion:

All prospective WPS employees must complete an Application for Employment.

If a prospective employee has a current resume the resume may be attached to the application.

Once the application is completed the form is forwarded to the Human Resource Assistant who records applicant's information in a database with open positions and identifies the position the applicant wishes to be considered for. The application is then forwarded to the hiring manager for review and consideration.

The hiring manager will select applicants to interview for the open position. From time to time resumes are submitted and considered prior to completing the WPS application form. If the candidate that is selected and hired for a position has not previously completed the WPS application they will be asked to do so prior to starting employment.

The completed application is kept in the employee's personnel file.

All resumes/applications from candidates that are not hired are filed by position and date, and their information is kept for two years per our retention policy.

A blank form is attached for use.

For additional information, please contact:

Name:	Lisa Hollis	Email:	hollisl@weston.org
Phone:	781-786-5260	Fax:	781-786-5269

External URL:	www.westonschools.org
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Weston School Committee Policy:	Personnel Records, GBJ; Professional Staff Hiring, GCF
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Weston Public Schools
89 Wellesley Street
Weston, MA 02493
781-786-5200

Application for Employment
An Equal Opportunity Employer

Position Applying For _____

Date _____

Email Address _____

Full Name _____ SSN _____
Last First Middle

Present Address _____ Phone # (____) _____
Street City State Zip

Permanent Address _____ Phone # (____) _____
Street City State Zip

LICENSURE INFORMATION:

<i>Area(s) of Licensure</i>	<i>Grade Level(s)</i>	<i>Issue Date</i>	<i>Expiration Date</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Massachusetts Certification _____ Out of State _____
License Number Name of State

Type of Certification: Preliminary Initial Provisional Professional

Additional Graduate Credits

Graduate credits beyond current lane: Yes No

Number of credits: _____

School Name(s): _____

Transcript(s) in packet: Yes No

I understand that I have listed all graduate college credit at an accredited college or university taken prior to being hired in Weston that may be approved for salary credit.

Signature of Candidate

Date

In compliance with Federal and State equal opportunity laws, Weston Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, religion, sex, marital status, handicap or national origin.

EDUCATIONAL TRAINING – UNDERGRADUATE: Starting with post high school, list all institutions in order of attendance

Name of Institution City and State	Dates Attended Mo/Yr to Mo/Yr	Major/Minor	Did you graduate?	Degree Earned/Date

EDUCATIONAL TRAINING – GRADUATE:

Name of Institution City and State	Dates Attended Mo/Yr to Mo/Yr	Major/Minor	Did you graduate?	Degree Earned/Date

EMPLOYMENT HISTORY: List below your last three employers, starting with the most recent employer. You may include any verified work performed on a volunteer basis.

Name of Company/School City and State	Dates Employed Mo/Yr to Mo/Yr	Assignment	Salary	Reason for Leaving

REFERENCES: Please provide three (3) professional references

Name of Reference Company/School	Title	Address	City/State	Phone Number
1.				
2.				
3.				

ADDITIONAL INFORMATION:

1. Are you currently employed? Yes No
2. May we contact your current employer? Yes No
3. May we visit your current place of employment? Yes No
4. Are you legally authorized to work in the United States on a full time basis? Yes No

5. Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
 Yes No If yes, please explain: _____
6. Have you been employed with us before? Yes No
7. Does any of your immediate family work here? Yes No
 If yes, state name, relationship and location: _____

Please note that the school system is required by law to obtain Criminal Offender Record Inquiry (CORI) for any individual who regularly provides school related transportation, or who may have direct and unmonitored contact with children. Hiring is conditioned on a satisfactory CORI check, where required, and on satisfactory references.

I specifically authorize and ask all of my present and former employers including representative of these employers and those who I have listed as professional references to provide Weston Public Schools with information about my employment experiences, work experience, work performance, reason(s) for termination, skills and abilities and other qualities related to my abilities and qualifications for employment. I specifically release my present and former employers, including all representatives, as well as, persons whom I have listed as professional references from any and all liability for damages arising from the furnishing of the requested information to Weston Public Schools.

I acknowledge that individuals other than those to whom I have directly provided the information may review the information that I am providing to the Weston Public Schools.

I agree to sign a Criminal Offender Record Inquiry form as a condition of employment. I further authorize the Weston Public Schools to conduct background checks that they deem necessary for evaluating my application for employment.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application and in other documents that I have provided to you, in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsification of any part of this application or any supplement to it will be sufficient grounds to employ or for my discharge should I become employed with Weston Public Schools.

Signature of Applicant

Date

Massachusetts General Law c. 149, section 19B requires the following statement: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

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