

MARTHA'S VINEYARD PUBLIC SCHOOLS
4 Pine Street
Vineyard Haven, Ma. 02568
508.693.2007

Position Desired _____

Application Date _____

APPLICATION FOR SUPPORT STAFF EMPLOYMENT

The Martha's Vineyard Public School System is an Equal Opportunity Employer

Name _____
(LAST) (FIRST) (MIDDLE INITIAL)

Present Address: _____
(Street) (Town) (State) (Zip Code)

Mailing Address: _____
(Street) (Town) (State) (Zip Code)

Telephone Numbers: _____
HOME: WORK E-MAIL

Last Previous Address: _____
(Street) (Town) (State)

Are you currently retired through Mass Teachers or Dukes County Retirement System? Yes No

Are you currently a Member of any other Massachusetts public retirement system? Yes No

If Yes, which one? _____

(For Bus Drivers)

Social Security Number: _____ Driver's License No. _____ Class _____

Date of Expiration: _____

EDUCATIONAL HISTORY:

At least two years of college or comparable educational experience is preferred.

What is the highest degree of school you have completed? _____ H.S. _____ AS _____ BS/BA _____ Other

Years Completed _____ Where _____

Course of Study _____

Military Experience? Branch: _____

From: _____ To: _____ Total No. Years _____

List any educational certifications you hold _____

EMPLOYMENT HISTORY: List each job held. Start with your PRESENT or LAST job.

Employer's Name & Address	Job Title & Nature of Work	Dates Employed	Reason Left
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1. _____

2. _____

Employment History cont:

3.

(If resume available please attach to this application)

RELATED INFORMATION: *If you need additional space to answer these questions please continue on a separate sheet of paper*

1. Please list any special skills, qualifications or volunteer service acquired from employment/experience:

2. Have you any friends/relatives in our employ? If yes, please list their names and where they work.

3. Please provide us with any additional information/comments you may like us to know about you.

*** REFERENCES:** *Give at least three names of persons, **non-related**, that are familiar with your employment performance.*

	Addresses	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____

*For Administrative and Teacher's Assistants you need to have (2) written references to submit with your application.

PLEASE ANSWER THE FOLLOWING:

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor with in the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
3. Have you completed a period of incarceration with in the past five years for any misdemeanor (other than a first conviction for any part of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Additionally, all applicants will be subject to a State background check (CORI) and a fingerprint based (national) background check to investigate criminal activity as a condition of employment

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Affirmative Action Survey-optional Information: The following questions are strictly optional, and are asked for Affirmative Action purposes **only**. The information requested is not used as part of the hiring process, and will remain confidential. Applicants will in no way be penalized for electing not to provide the information.

ETHNICITY: _____ Black American _____ Hispanic _____ Asian or Pacific Islander

_____ American Indian _____ Other (Explain)

GENDER: _____ Male _____ Female

_____ DOB

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Martha's Vineyard Public Schools.

(Signature of Applicant)

(Date of Application)