



258 Western Avenue
Henniker, New Hampshire 03242

UNSUBSTITUTE EMPLOYMENT APPLICATION

ALL AREAS MUST BE COMPLETED UNLESS OTHERWISE INDICATED

Please Choose School District(s):

CWES

CWUES

WMS

HCS

JFES

JSRHS

SAU

Please Choose Position(s) in Which to Substitute:

Teacher

Para-Educator

Custodian

Food Service Assistant

Nurse

Administrative Assistant

Please Choose Days(s) Available:

Monday

Tuesday

Wednesday

Thursday

Friday

Please Indicate if Available for School Vacation(s) (For Custodians Only):

Winter

Spring

Summer

Currently a College Student?

Yes

No

Currently a College Student Teacher?

Yes

No

Name:

Last

First

Middle

Present Address:

Street

City

State

Zip

Permanent Address:

(If Different)

Street

City

State

Zip

Telephone #:

Cell Phone #:

E-Mail Address:

EXPERIENCE – Most Recent First. (Attach additional pages if necessary)

Dates:	From: _____	To: _____
Name of Employer:	_____	
Address of Employer:	_____	Phone #: _____
Title/Position:	_____	Final Yearly Salary: _____
Work Performed:	_____	
Supervisor's Name & Title:	_____	
Reason for Leaving:	_____	

Dates:	From: _____	To: _____
Name of Employer:	_____	
Address of Employer:	_____	Phone #: _____
Title/Position:	_____	Final Yearly Salary: _____
Work Performed:	_____	
Supervisor's Name & Title:	_____	
Reason for Leaving:	_____	

Dates:	From: _____	To: _____
Name of Employer:	_____	
Address of Employer:	_____	Phone #: _____
Title/Position:	_____	Final Yearly Salary: _____
Work Performed:	_____	
Supervisor's Name & Title:	_____	
Reason for Leaving:	_____	

EDUCATIONAL BACKGROUND - Please attach copies of all college/university and graduate study transcripts.
(Attach additional pages if necessary)

School or Institution & Location	Major/Minor	Diplomas, Degrees or Credits Earned
High School:		
College/University:		
College/University:		
Graduate Study:		

CERTIFICATION (Only If Applicable) - List all areas in which you hold a valid New Hampshire and/or out-of-state teaching and/or nursing certificates. Note: Applicants holding a certificate from another state must obtain a New Hampshire Certificate in order to teach in New Hampshire School Districts. **Please attach copies of all teaching/nursing certificates.**

* Certified Substitutes are paid at a higher rate of pay.

Area of Certification	Issuing State	Issued Date
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Student or Practice Teaching (For Educators Only). If you have not been previously employed in a teaching position, please complete the following. **Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).**

Grade or Subject Taught	Name & Address of School	College Supervisor	Cooperating Teacher
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REFERENCES - Include superintendents, principals, professors, directors, and supervisors who have firsthand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of each school in which applicant is or has been employed.
(Attach additional pages if necessary)

Name	Position/Organization	E-Mail Address	Telephone
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OTHER QUALIFICATIONS - Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e., honors, awards, activities, technology skills or professional development activities.

GENERAL BACKGROUND INFORMATION (LOCATED ON NEXT PAGE) - You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a crime is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Professionally disciplined means the annulment, revocation or suspension of your teaching certification, or the receipt of a letter of reprimand from an agency, board, or commission of state government, such as the New Hampshire Department of Education.

Crime includes all felonies and misdemeanors.

Conviction includes adjudications of guilt, pleas of guilty, pleas of “nolo contendere” (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, incarceration, or other sentences or probation.

You may omit: minor traffic violations and offenses committed before your 18th birthday which were adjudicated in juvenile court under a juvenile delinquency law.

Note: If you answer “Yes” to any of the below questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet and include your social security number.

- Have you ever been arrested for or convicted of a crime that has not been annulled by a court?
☐ Yes ☐ No
- Have you been fired, dismissed, or non-renewed from any job for any reason?
☐ Yes ☐ No
- Have you quit a job after being notified that you would be fired, dismissed, or non-renewed, or after being notified that you would be recommended for firing, dismissal, or non-renewal?
☐ Yes ☐ No
- Have you ever been professionally disciplined in any state?
☐ Yes ☐ No
- Are you subject to any visa or immigration status which would prevent lawful employment?
☐ Yes ☐ No

BACKGROUND AND CRIMINAL HISTORY CHECKS - Each applicant for employment must complete a Criminal History Release Authorization Form and submit to a live scan fingerprinting. Upon conditional hire, the School District will supply an Authorization Form to each applicant. The fingerprints will be utilized by local, state, and federal law enforcement agencies to research the applicant’s background. Any offer of employment that the School District extends to an applicant is conditional upon the successful processing of his or her fingerprints and the receipt of criminal history and background check results that are acceptable to the School District.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the SAU 24 School Districts may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to the SAU 24 School Districts. I further authorize the SAU 24 School District’s officials to investigate my background, now or in the future, to verify the information provided, and I release from liability all persons and/or entities supplying information regarding my background.

Date: _____

Signature _____

The SAU 24 School Districts do not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990 and New Hampshire RSA 354-A. Information relative to special accommodation and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School District. If you need accommodations in completing this application, please contact the School District.