



**Schools and Programs:**  
 St. Albans Town Educational Center ♦ St. Albans City School  
 Fairfield Center School ♦ Bellows Free Academy St. Albans  
 Northwest Career & Technical Center ♦ Local Early Childhood Programs

**APPLICATION FOR EMPLOYMENT**

Date of Application: \_\_\_\_\_

Please print clearly

<b>Contact Information</b>	Name: _____ <i>Last First Middle Initial</i>
	Mailing Address: _____ <i>Number and Street City State Zip</i>
	Email Address: _____
	Daytime Phone: (____) _____ Evening Phone (____) _____
	Referral Source: <input type="checkbox"/> Self <input type="checkbox"/> SchoolSpring <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> College Placement Office <input type="checkbox"/> Other (please list) _____

<b>General Information</b>	Position Desired: _____ Date you are available: _____
	Location Preferred: <input type="checkbox"/> St. Albans City (K-8) <input type="checkbox"/> St. Albans Town (K-8) <input type="checkbox"/> Fairfield School (K-8) <input type="checkbox"/> Any/All <input type="checkbox"/> Early Childhood <input type="checkbox"/> Bellows Free Academy HS (9-12) <input type="checkbox"/> Northwest Technical Center (9-Adult) <input type="checkbox"/> Central Office
	Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Substitute <input type="checkbox"/> Extracurricular/Coaching Staff
	Employment Type: <input type="checkbox"/> Full Year <input type="checkbox"/> School Year <input type="checkbox"/> Other: _____
	Preferred hours/days: _____ Salary/Wage Desired: _____
	Are you currently under contract? _____ If yes, Where _____

<b>Education</b>	Circle the number corresponding to the highest level of education completed: <b>ELEMENTARY - HIGH SCHOOL</b> <b>COLLEGE</b> <b>GRADUATE SCHOOL</b> 8 9 10 11 12                      1 2 3 4                      1 2 3 4
	List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)
	<b>School and Location</b> <b>Degree Received</b>

<b>Credentials</b>	If you are applying for a teaching position, please attach a copy of your teaching license and transcript(s)				
	<b>Certificate/License</b>	<b>License Level</b>	<b>Endorsement</b>	<b>State</b>	<b>Expiration</b>

Background Information

Are you under the age of 18?  No  Yes

If hired, can you provide proof that you are legally eligible for employment in the United States?  No  Yes

Are you able to travel if the job requires it?  No  Yes

Are you on layoff and subject to recall?  No  Yes

Are you able to perform the essential functions of the job for which you are applying with/without reasonable accommodations?  Yes  No

Have you applied to MRUSD or any member schools within the last 6 months?  No  Yes

Have you ever worked for MRUSD or any of its member schools?  No  Yes (dates):

If previously employed by MRUSD or member schools, why did you leave?

Do you have relatives that work for MRUSD or member schools? Where and in what positions?

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review by your employer?  No  Yes If yes, please explain:

Have you ever been disciplined, discharged, or asked to resign from a prior position?  No  Yes  
If yes, please explain:

Has your contract in a prior position ever been non-renewed?  No  Yes If yes, please explain:

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?  No  Yes If yes, please explain:

Have you ever been convicted of a sex offense that requires placement on the registry under 12VSA Section 5401?  No  Yes If yes, please explain:

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?  
 No  Yes If yes, please explain:

Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior?  No  Yes If yes please explain:

Per VSA 21 SS 495J, references to criminal convictions have been removed from this application. The MRUSD reserves it's right to question position finalists.



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*Please print below three work-related references that could verify your work history, employment performance and experience:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
*Number and Street City State Zip*

Email Address: \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
*Number and Street City State Zip*

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
*Number and Street City State Zip*

Email Address: \_\_\_\_\_

<i>Statement of Understanding</i>	<p>I certify that the information contained in this application and attachments is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for dismissal from employment should I be granted or awarded a position. I understand that in making this application, Maple Run Unified School District (MRUSD) may be contacting my references and/or prior employers. I understand that if MRUSD is unable to contact my references and/or prior employers, it may affect my opportunity for employment. If there are extenuating circumstances that I, as an applicant, believe that MRUSD should know about, I will attach an explanation of said issues or circumstances. Further, I hereby authorize my former employer(s), reference(s) and any other individual(s) or organization(s) to speak freely about my employment and/or to provide information solicited by the MRUSD including a copy of my personnel file. I hereby release and discharge each of the above, including the MRUSD, from any liability of any kind or nature.</p> <p>All qualified applicants receive consideration for employment in accordance with the policy of the MRUSD. It is the policy of MRUSD not to discriminate in educational programs, activities, or employment practices on the basis of age, race, color, creed, sex, national origin, marital status, domicile, religion, gender identity, place of birth, ancestry, sexual orientation or handicap under the provisions of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA) and Fair Employment Practices, 21 V.S.A. Chapter 5, Subchapter 6.</p> <p>I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the MRUSD and myself. If this application results in employment, I will be provided information regarding my rights as an employee of the MRUSD.</p> <p>I understand that as part of my employment application process, the MRUSD may conduct a review of existing state and federal criminal records of convictions for certain crimes as specified by law. A record of conviction may not be an automatic bar to employment.</p> <p>Certain positions, because of physical requirements and/or legal requirements, may require applicants to pass a physical exam at the MRUSD expense and after a conditional offer of employment is extended.</p> <p>Applications from those persons who are not otherwise hired will be kept on file and may be accessed for open positions for the school year only.</p> <p>I understand that if I accept employment by the MRUSD, as a result of my employment, I may receive MRUSD property to fulfill my employment obligations. At the time my employment ceases, I shall immediately return to MRUSD all of its property and pay any personal expenses I incurred on any of my MRUSD accounts. If I fail to do this, MRUSD may deduct the cost of such MRUSD property and my personal expenses from my final paycheck.</p> <p>If I am hired by MRUSD, I understand that MRUSD policies and procedures, as they may be changed in the future, shall be applicable to me and I shall read them and comply with the provisions during my employment.</p> <p>I understand that this application under no circumstances represents any obligation by the MRUSD to offer me employment of any type.</p>
<i>Signature</i>	<p>(If you have questions about these statements, please ask prior to signing.)</p> <p>I acknowledge that I have read each of the above statements and understand the same and consent thereto.</p> <p><b>Applicant:</b> _____ <b>Date:</b> _____</p>