



PLYMOUTH PUBLIC SCHOOLS
 253 SOUTH MEADOW ROAD
 PLYMOUTH, MASSACHUSETTS 02360
 TELEPHONE (508) 830 -4300
 FAX (508) 746-1873



Application for Certificated Position
PLEASE PRINT

Position(s) Applied For:	Date of Application:
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PERSONAL DATA

Name _____ Present Position _____

Present Residence _____ Tel. _____

Business Address _____ Tel. _____

E-mail Address _____ Cell _____

MARK THE APPROPRIATE BOXES:

- New Application
- Previous Application on File
- Former Employee of the School Department

INDICATE THE POSITION(S) DESIRED FOR WHICH YOU ARE CERTIFIED.

- Teacher
- Administrator
- Guidance
- Supervisor
- Library/Media
- Psychologist
- Other (Explain) _____

Are you eligible to work in the U.S.?
 Yes No

List grade level(s) and/or subject area(s) in order of preference:

EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance From...To
High School						
College or University						

CERTIFICATION/LICENSE(S)

Field/Area	State	Expiration Date
_____	_____	_____
_____	_____	_____

It is the applicant's responsibility to furnish a valid teaching certificate in order to complete the application process.

STUDENT TEACHING EXPERIENCE (List chronologically and include any internships.)

Name of School	School Department City/County	State	Grade Level and/or Subject	Dates	Supervisor

TEACHING EXPERIENCE (List chronologically all teaching experience DO NOT INCLUDE SUBSTITUTE TEACHING.)

Name of School	School Department City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo./Day/Yr. From... To	Total Years	Full Time ()	Part Time ()	Supervisor
Total								

WORK EXPERIENCE OTHER THAN TEACHING (List chronologically and attach a sheet if necessary.)

Employer	City/County	State	Kind of Work	Dates of Employment	Supervisor

You may list any verifiable work performed on a volunteer basis on an attached sheet.

MILITARY EXPERIENCE

Branch of Service	Occupational Specialty (MOS)	Inclusive Dates	Rank at Discharge

REFERENCES

It is the applicant's responsibility to have the following information provided the School Department in order to be considered for employment.

- A. The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.
- B. Unless included in Placement File, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience.
Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and co-operating teacher(s) in the placement file or by listing names below.
- C. As indicated above, a Placement File is being sent, and/or references are listed below:

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1.			
2.			
3.			

HOBBIES AND SPECIAL INTERESTS

List any hobbies or special interests you have such as collecting, sports, concerts, dancing, etc.

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

To complete application, please attach resume, certification(s) or license(s), transcripts, degree/diploma verification, and any other supporting data. Confidential credentials and official transcripts should be forwarded by placement office.

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL **NOT** BE PROCESSED.
(Reference to other documents is not acceptable.)

Please read before answering the next four (4) questions:

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record is not necessarily a bar to employment. Factors such as age at time of the offense will be taken into account.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.

1. Have you ever been convicted of a felony? _____ Yes _____ No. If so, explain:

2. Have you ever been convicted of a misdemeanor where conviction occurred within five years of the date of this application? _____ Yes _____ No. If so, explain:

3. If your answer to number two (2) is yes, were you convicted of any misdemeanor more than five years prior to the date of this application? _____ Yes _____ No. If so, explain:

4. If you have ever been sentenced to imprisonment upon conviction of a misdemeanor, were you convicted of any other misdemeanor more than five years prior to the date of this application? _____ Yes _____ No. If so, explain:
-
-

Applicant's Statement

My signature below authorizes the School Department to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the School Department and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ, or for my discharge should I become employed with the School Department.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date _____ Signature of Applicant _____

AN EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

"The Plymouth School Committee, in accordance with the requirements of Title IX of the Education Amendments of 1972, hereby declare formally that it is the policy of the Committees in their actions, and those of their employees, that there shall be no discrimination for employment in, participation in, or operation and administration of any educational program or activity in the Plymouth Public Schools."