

Application for Employment

The Athol-Royalston Regional School District (ARRSD) is an Equal Opportunity Educational Institution and EO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:
Social Security Number:	Home Phone:	Work Phone:
Are you eligible to work in the United States?		Cell phone
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older?		If NO, what is your current age?
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed by the Athol-Royalston Regional School District?		If YES, what is your current job title & department?
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by the Athol-Royalston Regional School District?		If YES, dates of employment & reason for leaving:
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you related to any current Athol-Royalston Regional School District employee?		If YES, their name & their relationship to you?
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If required for position, do you have a valid driver's license?		If YES, State of issuance, license #, and expiration date:
<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you learn about this employment opportunity at ARRSD? Check all that apply:		
<input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> School Spring <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:		

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED/HiSET:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/ University:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/ University:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/ University:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert).

WORK EXPERIENCE-Please detail your entire work history and explain gaps in employment. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “**See Resume.**”
NOTE: ARRSD reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.
 I certify that the information on this application and its supporting documents is accurate and complete. I understand that, if employed, false statements reported on this application may be considered significant cause for dismissal.

Applicant Signature: _____ Date: _____