

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT

621 Main Street, Wilbraham, Massachusetts 01095

Phone: (413) 596-3884 FAX: (413) 599-1328

Support Staff Application for Employment

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

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

INSTRUCTIONS: Please read the application for employment carefully and answer EVERY question in full. If you cannot answer or do not understand any part of this application notify the School Department representative immediately. If you need additional space to complete an answer, please attach additional sheets containing the information to this application. In addition, to the information required below, please provide any other information you think would be helpful to us in considering you for employment. You may exclude all information indicative of age, sex, race, religion, color, national origin, and handicap.

NOTE: ANY FALSE STATEMENT OR OMISSION MAY DISQUALIFY AN APPLICANT FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY BE CONSIDERED JUSTIFICATION FOR IMMEDIATE **DISMISSAL**, IF DISCOVERED AT A LATER DATE.

PLEASE PRINT

Last Name	First Name	Middle Name	Date of Application	
Address: Number	Street	City	State	Zip Code
Telephone No. () Area Code	Social Security Number / /			

How were you referred to us?

Newspaper Ad _____

Employment Agency _____

Friend _____

Relative _____

Employer _____

Other _____

Name of Referral Source: _____

Position(s) applied for: _____

What is your minimum salary requirement? \$ _____

Date available for work: _____

Are there any limitations to your availability? _____

Are you available for (check all that apply): Full Time _____ Part time _____ Substitute _____

Educational Data (Please submit college transcripts if applicable or available.)				
School Name and Location	Dates	Course of Study	Did you Graduate?	Degree or Diploma
Graduate/ Professional	From _____ To _____			
College	From _____ To _____			
High School	From _____ To _____			
Elementary	From _____ To _____			
Other	From _____ To _____			

Military Service If you have ever served in any branch of the Armed Forces, including the Reserves, complete the following:	
Branch	Place & Date of Discharge
Any Special Training or Skills	Duties performed:
Reserve Obligations: (List Branch & Unit) _____	

Employment History				
List present or most recent employer first. List all full-time and part-time employment held in the past ten (10) years. You may include any verified work performed on a volunteer basis. Continue on a separate sheet, if necessary.				
1	Employer	Dates Employed		Job Duties & Responsibilities*
	Address	From	To	
		Salary		
	Telephone	Start	Finish	
	Job Title	Supervisor		
Reason for Leaving	DO NOT CONTACT _____ Reason			

2	Employer	Dates Employed		Job Duties & Responsibilities*
	Address	From	To	
		Salary		
	Telephone	Start	Finish	
	Job Title	Supervisor		
Reason for Leaving	DO NOT CONTACT _____ Reason			

