

MARTHA'S VINEYARD PUBLIC SCHOOLS

**4 Pine Street
Vineyard Haven, Ma. 02568
508.693.2007**

Position _____
Desired _____
Application Date _____

APPLICATION FOR SUPPORT STAFF EMPLOYMENT

The Martha's Vineyard Public School System is an Equal Opportunity Employer

Name _____
(LAST) (FIRST) (MIDDLE INITIAL)

Present Address: _____
(Street) (Town) (State) (Zip Code)

Mailing Address: _____
(Street) (Town) (State) (Zip Code)

Telephone Numbers: _____
HOME: WORK

Last Previous Address: _____
(Street) (Town) (State)

Are you currently retired through Mass Teachers Assoc. or Dukes County Retirement System? Yes No

Social Security Number: _____ Driver's License No. _____

EDUCATIONAL HISTORY:

At least two years of college or comparable educational experience is required.

What is the highest degree of school you have completed? H.S. AS BS/BA Other _____

Years Completed _____ Where _____

Course of Study _____

Military Experience? Branch: _____

From: _____ To: _____ Total No. Years _____

List any educational certifications you hold _____

EMPLOYMENT HISTORY: List each job held. Start with your **PRESENT** or **LAST** job.

Employer's Name & Address	Job Title	Salary	Dates Employed	Reason Left
1.				
2.				
3.				

RELATED INFORMATION: *If you need additional space to answer these questions, please continue on a separate sheet of paper.*

1. Please list any special skills, qualifications or volunteer service acquired from employment/experience:

2. Have you any friends/relatives in our employ? If yes, please list their names and where they work.

3. Please provide us with any additional information/comments you may like us to know about you.

* **REFERENCES:** Give at least three names of persons, **non-related**, that are familiar with your employment performance.

	Addresses	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____

*For Administrative and Teacher's Assistants you need to have (2) written references to submit with your application.

PLEASE ANSWER THE FOLLOWING:

1. Have you been convicted of a felony? Yes No
2. Have you been convicted of a misdemeanor with in the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No
3. Have you completed a period of incarceration with in the past five years for any misdemeanor (other than a first conviction for any part of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

Additionally, all applicants will be subject to a background check (CORI) to investigate criminal activity.

Affirmative Action Survey-optional Information: The following questions are strictly optional, and are asked for Affirmative Action purposes **only**. The information requested is not used as part of the hiring process, and will remain confidential. Applicants will in no way be penalized for electing not to provide the information.

ETHNICITY: Black American Hispanic Asian or Pacific Islander
 American Indian Other (Explain) _____

GENDER: Male Female

Date of Birth _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Martha's Vineyard Public Schools.

(Signature of Applicant)

(Date of Application)