

**APPLICATION FOR EMPLOYMENT – NON-PROFESSIONAL  
MASCONOMET REGIONAL SCHOOL DISTRICT  
20 ENDICOTT ROAD  
TOPSFIELD, MA 0193**

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City/Town State Zip

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

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Are you available to work: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Shift Work

Give name, address and phone number of three work-related references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

	<b>High School</b>	<b>College</b>	<b>Graduate School</b>
<b>School Name</b>			
<b>Years Completed (circle)</b>	<b>9 10 11 12</b>	<b>1 2 3 4</b>	<b>1 2 3 4</b>
<b>Diploma/Degree</b>			
<b>Program Studied</b>			

## EMPLOYMENT BACKGROUND

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. If you need additional space, please continue on separate sheet of paper.

1.	Employer	From	To
	Address	Job Title	
	Supervisor	Reason for Leaving	
2.	Employer	From	To
	Address	Job Title	
	Supervisor	Reason for Leaving	
3.	Employer	From	To
	Address	Job Title	
	Supervisor	Reason for Leaving	
4.	Employer	From	To
	Address	Job Title	
	Supervisor	Reason for Leaving	

Summarize special skills and qualifications acquired from employment or other experience:

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## ADDITIONAL INFORMATION

### CRIMINAL OFFENDER RECORD INFORMATION (C.O.R.I.)

As a condition of employment, the school district is required by law to obtain C.O.R.I. information for every employee. The Superintendent of Schools is certified by the Criminal History Systems Board to access all convictions and pending data. Please answer the following questions concerning criminal records listed below. 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. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment 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 service which did not result in a complaint transferred to superior court for criminal prosecution.

1. Have you been convicted of a felony?      Yes \_\_\_\_\_      No \_\_\_\_\_
  
2. Have you been convicted of a misdemeanor within 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 within the past five years for any misdemeanor (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 \_\_\_\_\_
  
4. If the answer to question number 3 above is "yes", were you 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 \_\_\_\_\_