

Central Vermont Supervisory Union

111B Brush Hill Road

Williamstown, VT 05679

Phone: (802) 433-5818

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SUPPORT STAFF EMPLOYMENT APPLICATION

Position Applying For: _____ **Date Available:** _____

Location: Northfield Elementary School Northfield Middle High School Orange Center School
 Washington Village School Williamstown Elementary School Williamstown Middle High School

First and Last Name: _____

Address: _____

Telephone Number: _____ Email: _____

Have you ever worked, in any capacity, in a position or type of position for which you are applying?

YES NO If yes please explain: _____

Dates of Employment: _____ Number of years: _____

Educational Background: (See attached resume)

List High School, Colleges, and all Training Institutions attended (Continued on back.)

<u>School and Location</u>	<u>Dates Attended</u>	<u>Diploma/Degree/Certification</u>

List previous positions held starting with most recent:

(Continued on back.) (See attached resume)

Employer:	
Address:	
Immediate Supervisor:	Employment Dates from: _____ to: _____
Position Held:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Ending Salary:
Work Performed:	
Reason for Leaving:	

Employer:	
Address:	
Immediate Supervisor:	Employment Dates from: _____ to: _____
Position Held:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Ending Salary:
Work Performed:	
Reason for Leaving:	

<u>Reference Name</u>	<u>Reference Phone Number</u>

Background Questionnaire attached Resume Attached Letters of Reference Attached

Signature: _____ Date: _____

Educational Background - continued:

<u>School and Location</u>	<u>Dates Attended</u>	<u>Diploma/Degree/Certification</u>

Previous Positions Held - continued:

Employer:		
Address:		
Immediate Supervisor:	Employment Dates from:	to:
Position Held:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Ending Salary:
Work Performed:		
Reason for Leaving:		

Employer:		
Address:		
Immediate Supervisor:	Employment Dates from:	to:
Position Held:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Ending Salary:
Work Performed:		
Reason for Leaving:		

Employer:		
Address:		
Immediate Supervisor:	Employment Dates from:	to:
Position Held:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Ending Salary:
Work Performed:		
Reason for Leaving:		

Central Vermont Supervisory Union
BACKGROUND QUESTIONNAIRE

PERSONAL INFORMATION

Applicant Name - Please Print Clearly (First Name, Middle Initial, Last Name)

BACKGROUND – Circle Yes or No

Have you ever been convicted of a crime or misdemeanor?	YES	NO
Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?	YES	NO
Are there any charges pending against you in any jurisdiction at this time?	YES	NO
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	YES	NO
Have you ever been placed on the child protection registry maintained by the department of children and families?	YES	NO
Have you ever been placed on the vulnerable adult abuse, neglect, and exploitation maintained by the department of disabilities, aging, and independent living?	YES	NO
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	YES	NO
Have you ever been disciplined, discharged, or asked to resign a prior position?	YES	NO
Has your contract in a prior position ever been non-renewed?	YES	NO
Have you ever been charged with, or are you currently being investigate for sexual abuse, assault, misconduct or harassment of another person?	YES	NO
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporary or permanently, a professional license or certification in any state?	YES	NO
Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?	YES	NO
<p>If you answered “YES” to any of the questions above, please fully explain the circumstances to all conviction(s)/pending charges, including the specific charge date, location of the offense and the court, and the disposition of court proceedings (continue on a additional paper if needed). A “YES” response to any of the above questions will not automatically exclude an applicant from further consideration.</p> <p><input type="checkbox"/> Check if attached explanation is provided.</p>		

Note: Vermont State Law requires fingerprinting supported criminal record back ground checks and registry checks for all prospective district employees, and contractors and employees of contractors who have unsupervised contact with school children. The costs associated with these checks will be the responsibility of the applicant. If hired prior to the completion of the background check process, continued employment would be contingent upon satisfactory background check results.

APPLICANT STATEMENT AND AUTHORIZATION

“I certify that the information provided in this questionnaire and any attachments are true and complete to the best of my knowledge. **I understand that intentional falsification of statements, incomplete or misleading information on this questionnaire and attachments will result in automatic removal of my application from further employment considerations, and if employed, shall be grounds for immediate dismissal.** When it is determined that an employee or prospective employee failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in employment or termination considerations.”

“If employed, I also understand that although my employment/services may commence prior to the completion of the background check process, continued employment/services with the school district would be contingent upon satisfactory background check results. I authorize investigation of all statements contained herein. I also agree to release all parties of all liability of any damage that may result from furnishing such information to you.”

Applicant Signature: _____ **Date:** _____