

WATERTOWN PUBLIC SCHOOLS

APPLICATION FOR EMPLOYMENT

Watertown Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, physical or mental disability, marital or veteran status, or age.

30 Common St.
Watertown, MA 02472

Personal Data:

Name: _____
(last) (first) (middle)

Address: _____
(number) (street)

(city & state) (zip code)

Phone: _____
(home) (business)

Do you have the legal right to be employed in the United States? Yes No
(proof of identity and legal authority to work in the United States is a condition of employment)

Have you been convicted of a Felony in the last seven (7) years? Yes No

(You must have a CORI report processed as part of the employment process)

Have you ever been employed by the Watertown Public Schools? Yes No

Employment Desired

Position Desired: _____

Date available to start work: _____

Are you seeking: Full Time Part Time Temporary

If part time or temporary, note hours, days, and length of time available:

Referred by (Current Employee, Newspaper, Posting, Other): _____

Education/Training:

	High School	College	Other
Name and Address Of School			
Course of Study			

Teaching Certifications (please indicate if state other than MA): _____

For the last ten years, list the most recent or present experience first. You may include any volunteer services. Please explain any period of unemployment during the past ten years.

Period of Unemployment: From:	To:	Reason:
Dates Employed From: To: Salary: Start: Finish: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp	Company Name: Address: Phone: ()	Job Title: Supervisor: Duties:
Dates Employed From: To: Salary: Start: Finish: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp	Company Name: Address: Phone: ()	Job Title: Supervisor: Duties:
Dates Employed From: To: Salary: Start: Finish: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp	Company Name: Address: Phone: ()	Job Title: Supervisor: Duties:
Dates Employed From: To: Salary: Start: Finish: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp	Company Name: Address: Phone: ()	Job Title: Supervisor: Duties:

May we contact your present employer? Yes No

Authorization and Understanding

1. I certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the School Administration. I authorize the references listed above, as well as all other individuals and organizations that the School contacts, to provide the School Department any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the School Department as well as from the use or disclosure of such information by the School Department or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or omission of information on this application may result in my failure to receive an offer, or, if I am hired, my immediate dismissal from employment, regardless of when such information is discovered.
2. I understand and agree that any offer of employment, as well as my continued employment, may be contingent upon satisfactory completion of a reference check, a criminal background check, a personal background check, a clear TB test, and/or Department of Motor Vehicle investigation, subject to any applicable laws.
3. If employed by the Watertown Public Schools, I understand that such employment is subject to policies of the School Department, and I agree to abide by all the rules and regulations the School Department believes are essential to its business.

(applicant's signature)

(date)

Equal Opportunity Data Record

Name:

The Watertown Public Schools is an equal opportunity employer. Qualified applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, or unrelated medical conditions or handicaps.

As an equal opportunity employer, we comply with all relevant government regulations and affirmative action responsibilities. Solely to help us with equal opportunity record keeping, reporting, and other legal requirements, please fill out this Data Record. **Submission of this information is voluntary.** If you have questions, please contact the Director of Personnel.

CHECK ONE: _____ Male _____ Female

CHECK ONE ONLY (If you belong to more than one group, select the one that is most appropriate):

_____ **White** (Not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, Europe, North Africa, or the Middle East.

_____ **Black** (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.

_____ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Pakistan.

_____ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

_____ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

CHECK HERE IF ANY OF THE FOLLOWING ARE APPLICABLE:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Disabled Individual

WHY A "CORI" (Criminal Offender Records Information) CHECK TO GO INTO THE WATERTOWN PUBLIC SCHOOLS?

As part of the Watertown Public Schools' ongoing effort to ensure the welfare of our students, this process applies to all college/university students, faculty, and administrators in the Watertown Public Schools (including observation, student teaching, internships, research and independent study).

In order to be in the schools, individuals (job applicants, students, faculty, and administrators) from outside must complete a registration process, as follows:

Fill out the CORI form on the reverse of this page so that the Criminal History Systems Board in Boston can do a CORI check. Return the completed form to:

James Morrissey, Personnel Director
Watertown Public Schools
30 Common Street
Watertown, MA 02472

The Watertown Public Schools maintains a current database of all applicants who have been approved or whose approval is pending. The Personnel Director will contact an individual only if there appears to be a problem with CORI approval. The Personnel Director holds all information in strictest confidence. In fact, there is a fine for disclosure of information to any unqualified person other than the applicant. (The CORI check takes approximately 2-3 weeks.)

IS INFORMATION KEPT CONFIDENTIAL?

The CORI process is covered under Massachusetts Law and the statute contains strict language regarding confidentiality: ". . . any willful, unauthorized dissemination of the CORI may subject the offending agency or individual to a fine of \$5,000 and/or up to one year in a House of Correction, in addition to Civil penalties." Within the Watertown Public Schools, CORI information is kept in a confidential file. The Watertown Public Schools is very diligent in not releasing CORI information to anyone other than the specific individual on whom the CORI was conducted.