North Adams Public Schools

10 Main Street, Second Floor, North Adams, Massachusetts 01247

Application for Employment

The North Adams School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

The North Adams Public Schools is obligated by law to provide reasonable accommodation(s) to qualified individuals with disabilities. If you will need an accommodation for any part of the application process, please notify the staff in the Office of the Superintendent in advance. It is unlawful to administer polygraph tests in Massachusetts to employees or applicants as a condition of employment or continued employment. Violations of this law are punishable by civil and criminal penalties. Applicants may not waive this right.

As an employee of the North Adams Public Schools you will be subject to a Massachusetts criminal background check (CORI) and you will be required to submit to a national criminal background check by fingerprint. There is a cost associated with the national fingerprint and the prospective employee is responsible for this cost. All offers of employment are contingent upon satisfactory results of these employment screening processes.

Applications can be submitted to Human Resources at our Central Office at 10 Main Street, 2nd Floor, North Adams, MA 01247 or via email at hr@napsk12.org.

Personal Data

Position you are applying for:				**Date**
Last Name	**First Name**		**Middle Name**	
Address Street	**City**	**State**	**Zip Code**	
Telephone number(s)	**Primary phone number**		**Secondary phone number**	
Email address				

Are you certified as an educator in Massachusetts by the Department of Education? Yes ☐ No ☐
Are you certified as an educator in any other state by the Department of Education? Yes ☐ No ☐

Licensure

Certificate Number	State Issuing Certificate	Field	Level

Education

Level	Name & Address of Institution	Dates Attended	Major	Did you graduate?	Degree received
High School					
Undergraduate					
Graduate					
Other					

Work Experience

Name of Employer & Phone Number	Direct Supervisor	Position Held	Dates of Employment

Other Professional Experience, including student teaching, or volunteer work relevant to the position for which you are applying

Name of Organization	Contact Name & Phone Number	Position Held	Dates of Employment/Volunteerism

List three references including one former employer

Name & Address	Phone Number	Official Position

Are you a former employee of North Adams Public Schools? **Yes** ☐ **No** ☐

If yes, please list, date(s), your position, and reason for leaving_____

_____

Are you retired from either a municipality or another school district? **Yes** ☐ **No** ☐

If yes, from where? _____

Are you prevented from lawfully becoming employed in this country due to visa or immigration status?

Yes ☐ **No** ☐ *Proof of citizenship or immigration status will be required upon employment*

If you are applying for a teaching or administrative position please attach the following:

College Transcripts
Copy of teaching/administrator license
Three reference letters

Candidate's Statement

Occasionally, the application format makes it difficult for an individual to thoroughly summarize his or her complete background. To assist us in finding a position for you in our organization, please use this space below to provide any information necessary to describe your full qualifications.

I give the North Adams Public Schools the right to make a thorough investigation of my last employment, education, and activities. I release all persons or entities from all liability for any damage that may result from furnishing information to the North Adams Public Schools. I also release North Adams Public Schools and all of its employees, and School Committee members from all liability for any damage that may result from North Adams Public Schools reliance on the information furnished. I must produce applicable documents showing that I am a United States citizen or alien lawfully authorized to work in the United States, within the time frame specified by the Organization, to meet the Immigration Reform and Control Act of 1986 requirements. If Iam offered employment and in consideration thereof I agree to conform to the North Adams Public Schools policies, rules and regulations. I understand and agree that my employment is at-will, and therefore, my employment and compensation can terminate, with or without cause, and with or without notice, at any time, at my option or the Organization's option. I further understand and agree that this at-will employment relationship will remain in effect throughout my employment with the North Adams Public Schools, or any of its parent or affiliated companies, unless it is modified by a specific, express written employment contract which is signed by the North Adams School Committee members.

_____ _____

Applicant's Signature Date