



# Minuteman Regional High School

758 Marrett Road  
Lexington, MA 02421-7313

Date \_\_\_\_\_

## Employment Application for Professional Staff Position

DIRECTIONS: Complete all pages and return to "Superintendent" at the address above.

1. Name \_\_\_\_\_  
(first) (MI) (last)

2. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Telephone Numbers: Home \_\_\_\_\_, Business \_\_\_\_\_

4. Application for (Use one):  
a. \_\_\_\_\_ Teacher of \_\_\_\_\_

b. \_\_\_\_\_ Administrator of \_\_\_\_\_

5. Active Massachusetts certification(s):

Area of Certification	Certificate Number	Comments (if any)

NOTE: If you do not have a Massachusetts certificate, describe your exact status in preparing for and applying for certification here:

**Special Notices:** Minuteman High School is an equal opportunity employer. Employees are selected without regard to race, color, religion, gender, national origin, handicap, sexual orientation, age, marital status, or any other class protected by federal, state or local law. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

- Continued -

Application from (name) \_\_\_\_\_

6. Educational Background:

Name & Address of School or College	Dates Attended: From - To	Major (if any)	Diploma or Degree or Certificate Received
a.			
b.			
c.			

7. Experience/Employment (If you wish, you may include military service and any verifiable work performed on a volunteer basis):

Type of Position (describe) and Ending Salary	Organization & Address	Dates worked: From - To	Reason for Leaving
a.			
b.			
c.			

8. Reason(s) for applying to Minuteman: \_\_\_\_\_

9. Other: **You MUST complete “REFERENCE SHEET A” and attach it to this application.** You may forward a transcript of your college record with this application. If not, you MUST forward official transcripts to us rapidly if you are selected for an interview. You may also attach a resume sheet if you wish.

Application from (name) \_\_\_\_\_

10. In your personal handwriting, provide brief answers to these questions - - **What do you consider to be the most important characteristic of a great teacher? Why?**

11. Read Carefully Before Signing:

- I understand that the receipt of this application does not imply that I will be interviewed or employed.
- The statements and information that I have furnished in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time Minuteman High School discovers any material falsifications, omissions, or misrepresentations of fact in this application.
- I authorize Minuteman High School to check and verify the information contained in this application, or other documentation that I have provided. Additionally, I authorize Minuteman High School to conduct a background inquiry into other areas that may include prior employment, consumer credit, criminal convictions, motor-vehicle history, and other reports. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to Minuteman High School. I hereby release any individual, agency, and Minuteman High School from all claims or liabilities that may arise from the disclosure of such information.

Signature \_\_\_\_\_



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Date \_\_\_\_\_  
(same as on application)

## Reference Sheet A

To accompany application of (name) \_\_\_\_\_  
(same as on application)

DIRECTIONS: Please list full information on three persons who supervised you and/or worked with you in your most recent job positions and can comment on your performance and qualifications. We reserve the right to contact these persons if you are selected for an interview.

Person & Title	Organization Address Telephone #	Check <u>one</u> for each person:
1.		<input type="checkbox"/> supervisor <input type="checkbox"/> peer <input type="checkbox"/> Other (please describe) _____
2.		<input type="checkbox"/> supervisor <input type="checkbox"/> peer <input type="checkbox"/> Other (please describe) _____
3.		<input type="checkbox"/> supervisor <input type="checkbox"/> peer <input type="checkbox"/> Other (please describe) _____

Signature of applicant \_\_\_\_\_