

EMPLOYMENT APPLICATION



Name: _____

Position Applying For: _____

How did you hear about this position? _____

Please circle all departments and building levels preferred:

- Teacher
- Paraprofessional
- Custodial
- Food Service
- Administrative Assistant
- Substitute Teaching
- Other _____

- Lura A. White School - (PreK – 5)
- Page Hilltop School - (PreK – 5)
- Ayer Shirley Middle School - (6-8)
- Ayer Shirley High School - (9-12)
- DISTRICT - (All)

The Ayer Shirley Regional School District, an Equal Opportunity Employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation. Inquiries concerning the District's compliance with Title IX and other civil rights laws may be directed to the Coordinator of Operations, 115 Washington Street, Ayer, MA 01432.

Mail application packets to:

Ayer Shirley Regional School District
Amanda Lewis - Substitute Coordinator
115 Washington Street, Ayer MA 01432

ADMINISTRATION USE

Interviewer _____ Date _____

Recommended _____ Not Recommended _____

CORI check completed? _____

SAFIS check completed? _____

NAME (Print): _____
(Last) (First) (Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: Home: (_____) _____ Work: (_____) _____

EMAIL: _____ Last 4 digits of your S.S # _____

- Are you legally eligible to work in the U.S.? Yes No
(Please Circle)
- Have you previously filed an application with the ASRSD? Yes No
(Please Circle)

**If Yes please give the position applied for and date _____
Position/Date

EDUCATION:

	School & Location	From / To	Degree	Major Area of Study
High School				
College Or University				
Other Education				

- Do you have a MA teaching license? Yes No If yes, license # _____
(Please Circle) Subject Area _____

GENERAL INFORMATION:

Please provide additional information pertinent to your candidacy, particularly other work experience, interests or abilities that would contribute to your qualifications. (Applicants may include in their work experience any verifiable volunteer work.)

SPECIAL QUALIFICATIONS AND SKILLS:

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EXPERIENCE:

Start with your present job and work back, including military and volunteer experience.

Previous Employer: _____

Address: _____
(Street) (City) (State)

Phone Number: (____) _____ Fax: (____) _____

Dates of Employment: From _____ to _____ Hours per week: _____

Supervisor's Name _____

Job Title: _____ Salary/wage: _ Reason for Leaving:

Work Description:

Previous Employer: _____

Address: _____
(Street) (City) (State)

Phone Number: (____) _____ Fax: (____) _____

Dates of Employment: From _____ to _____ Hours per week: _____

Supervisor's Name: _____

Job Title: _____ Salary/wage: _____

Reason for Leaving: _____

Work Description: _____

Previous Employer: _____

Address: _____
(Street) (City) (State)

Phone Number: (____) _____ **Fax:** (____) _____

Dates of Employment: From _____ to _____ **Hours per week:** _____

Supervisor's Name: _____

Job Title: _____ **Salary/wage:** _____

Reason for Leaving: _____

Work Description: _____

- Have you ever been dismissed or forced to resign from a position? Yes
No
(Please Circle)

If "Yes", please explain _____

- Have you ever been convicted of any offense against the law? Include convictions by general court martial while in the military service. Yes No
(Please Circle)

If "Yes", please explain _____

(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)

The Immigration Reform and Control Act of 1986 requires employers to verify each new employee's identity and eligibility to work in the United States. If you are offered a position, you will be required to provide this documentation as a condition of employment. The Ayer Shirley Regional School District is required by law to conduct a CORI on all applicants. Please note the following: Pursuant to M.G.L. c.6, s1721, school committees and/or school superintendents are entitled to all existing CORI. This includes pending case, conviction, and non-conviction criminal case data. Information obtained under this section shall not be disseminated for any purpose other than to further the protection of children.

REFERENCES: Name: _____ Telephone: _____
1. _____
2. _____
3. _____

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge, and that misrepresentation or omissions may result in rejection of my application, permanent ineligibility for appointments or dismissal.

Signature of Applicant

Date



Thank you for your interest in working or volunteering at the Ayer Shirley Regional School District!

On January 10, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." This new law expands what public schools already do in conducting state CORI checks on all employees. Ayer Shirley Regional Schools currently runs CORI checks once every three years for all employees, substitutes, transportation drivers, volunteers, student teachers, tutors, consultants, coaches and subcontractors.

This Act creates a national criminal database check for all school employees and contractor employees.

- All new staff, including licensed educators, substitute teachers and non-licensed staff are required to submit to fingerprinting before finalizing an offer of employment. This also includes any contracted professionals working in any of the Ayer Shirley Regional School District buildings.
- Please note that the fee charged for running the national background check will be \$55 for licensed educators (teachers, administrators, specialists, business office staff, paraprofessionals, DESE licensed substitutes or others licensed by the MA Department of Elementary and Secondary Education (DESE)), and \$35 for other staff (non-DESE-licensed paraprofessionals, non-DESE-licensed substitutes, school secretaries, cafeteria workers, custodians, and bus drivers.)

➔ If you have never been fingerprinted for a school district in Massachusetts, please see the instructions below on how to complete the process.

Multiple fingerprinting sites across the state are setup to manage the fingerprinting. Please use the Identogo by MorphoTrust USA online registration to schedule your appointment. <https://ma.ibtfingerprint.com/>

Instructions to set up an appointment:

1. Visit <https://ma.ibtfingerprint.com/>
2. Type in your first and last name
3. Select "PreK-12th Grade Education (ESE)"
4. If you are a licensed educator, select licensed educator. All other employees select "All other school personnel"
5. Confirm your choices by selecting "yes"
6. Enter the Ayer Shirley Regional School District Provider Id listed below:
Ayer Shirley Regional School District Code 06160000 (Provider ID)
7. At this point, you will be able to select the location for your fingerprinting

Once you have been fingerprinted, your results will be sent electronically to HR and will be documented. Please retain both copies of your receipts for your records.

➔ If you have been fingerprinted and your results have been sent to another school district, please contact the HR department and request for your "Suitability Determination" be sent to:
Jessica Rakip, HR Specialist: jrakip@asrsd.org.