

SCHOOL ADMINISTRATIVE UNIT NO. 83

Fremont School District  
432 Main Street  
Fremont, NH 03044

Dr. Betsey Cox-Buteau  
*Superintendent*



Susan Penny  
*Financial Administrator*

Carla Smith  
*IT Director*

Melissa McKeon  
*Director of Special Services*

## EMPLOYMENT APPLICATION

POSITION (S) DESIRED: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Social Security Number

ADDRESS: \_\_\_\_\_  
Street Telephone  
\_\_\_\_\_  
City State Zip Code

E-MAIL ADDRESS: \_\_\_\_\_

List, in order of preference, the position(s) for which you are applying:

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

Date available for employment: \_\_\_\_\_

### CERTIFICATION

(List all areas in which you hold Valid NH and/or out-of-state certification. Note: Applicants holding certification from another state must obtain a NH Certificate)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach copies of all Certificates

EDUCATIONAL BACKGROUND (Attach additional pages if necessary)

	School / Institution & Location	Major/Minor	Diplomas /Degrees	GPA
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
College/University	_____	_____	_____	_____
College/University	_____	_____	_____	_____
College/University	_____	_____	_____	_____

Please attach copies of all college/university transcripts. Originals will be required if hired.

Are you presently under contract in another school district? YES \_\_\_\_\_ NO \_\_\_\_\_  
Have you ever left a position under an agreement? YES \_\_\_\_\_ NO \_\_\_\_\_

NH RETIREMENT SYSTEM (NHRS)

Are you presently receiving retirement benefits from the NHRS? YES \_\_\_\_\_ NO \_\_\_\_\_

EXPERIENCE (Present or most recent first; attach additional pages if necessary)

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Your Title: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

\_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

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Dates Employed:      From: \_\_\_\_\_      To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Your Title: \_\_\_\_\_      Hourly Rate: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

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Dates Employed:      From: \_\_\_\_\_      To: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Your Title: \_\_\_\_\_      Hourly Rate: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

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Please list activities that you are qualified to supervise or coach: \_\_\_\_\_

**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. Military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills, or professional development activities.

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**BACKGROUND AND CRIMINAL HISTORY CHECK**

Each applicant for employment must submit their fingerprints for processing with local, state and federal law enforcement agencies to research the applicant’s background. Any offer of employment that the School District extends to an applicant is conditional upon the successful processing of his or her fingerprints and the receipt of criminal history and background check results that are acceptable to the School District.

**REFERENCES (Attach additional pages if necessary)**

References should include people who have first-hand knowledge of your professional competence and personal qualifications. Experienced teachers and paraprofessionals should include the superintendent and principal of each school in which applicant is or has been employed.

Name & Position	Address	Telephone
1 _____	_____ _____	_____
2 _____	_____ _____	_____
3 _____	_____ _____	_____
4 _____	_____ _____	_____

## GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any questions, you must list **all** offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a crime is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

**Professional disciplined** means the annulment, revocation or suspension of your teacher certification, or the receipt of a letter of reprimand from an agency, board or commission of state government, such as the New Hampshire Department of Education.

**Crime** includes all felonies and misdemeanors.

**Conviction** includes adjudication’s of guilt, pleas of guilty, pleas of “no contender” (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, incarceration, or other sentences or probation.

You may omit: **minor** traffic violations, and offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court under a delinquency law.

- Have you ever been arrested for or convicted of a crime that has not been annulled by a court? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you ever been fired, dismissed or non-renewed from any job for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you quit a job after being notified that you would be fired, dismissed or non-renewed, or after being notified that you would be recommended for firing, dismissal or non-renewal? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you ever left a district under an agreement? Yes\_\_\_\_\_ No\_\_\_\_\_
- Have you ever been professionally disciplined in any state? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Are you subject to any visa or immigration status, which would prevent lawful employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

**PLEASE REFER TO THE ATTACHED NH CRIMINAL STATUTES  
WITH FELONY PENALTIES**

Note: If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

## CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

I hereby authorize any and all of my previous employers and supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of School Administrative Unit #83 (SAU #83) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to SAU #83. I further authorize SAU #83 officials to investigate my background, now or in the future, to verify the information provided, and I release from liability all persons and/or entities supplying information regarding my background.

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Signature

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Date

School Administrative Unit #83 does not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990 and New Hampshire RSA 354-A. Information relative to special accommodation and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting School Administrative Unit #83. If you need accommodations in completing this application, please contact School Administrative Unit #83.