

The Northbridge Public Schools is an equal opportunity employer. It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, gender identity, disability, age, or homelessness in its educational programs, services, activities, or employment.

**Northbridge Public Schools**  
**87 Linwood Avenue**  
**Whitinsville, MA 01588**

**Application For Employment**  
**NON-TEACHING**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
No. Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Please answer all questions below - Please print clearly*

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Referral Source: Website\_\_\_ Friend\_\_\_ Relative\_\_\_ Employment Agency\_\_\_ Advertisement\_\_\_

Other\_\_\_ Please specify: \_\_\_\_\_

Have you filled out an application or been previously employed by the District?  Yes  No  
If yes, which date(s): \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, are you lawfully authorized to work in the United States?  Yes  No

Are you available to work:  Full Time  Part Time  On Shift

Have you been laid off and subject to recall?  Yes  No

Do you have a MA teaching certification / license?  Yes  No

If yes, what is your ELAR / license number? \_\_\_\_\_

**EDUCATIONAL BACKGROUND**  
**HIGH SCHOOL**

1. \_\_\_\_\_  
School Name City State Year of Graduation

**COLLEGE**

1. \_\_\_\_\_  
School Name Location Major Level of Completion Year(s) of attendance

2. \_\_\_\_\_  
School Name Location Major Level of Completion Year(s) of attendance

**EMPLOYMENT HISTORY**

List each job held. Start with your present or last job. Please include military service assignments. You may include verified work performed on a volunteer basis.

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for Separation: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for Separation: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for Separation: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

List three work related references, not related to you:

1.	_____	_____	_____	_____
	Reference Name	Title / Company	Address	Phone
2.	_____	_____	_____	_____
	Reference Name	Title / Company	Address	Phone
3.	_____	_____	_____	_____
	Reference Name	Title / Company	Address	Phone

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Northbridge Public Schools to make such investigation and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Northbridge Public School District.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**PLEASE RETURN TO:**

**Northbridge Public Schools  
87 Linwood Avenue  
Whitinsville, MA 01588**