

Milford School District – SAU 40  
100 West St.  
Milford, NH 03055  
Phone: (603) 673-2202; Fax: (603) 673-2237

### APPLICATION INSTRUCTIONS

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Please read all instructions carefully. An application for employment will not be considered without all of the materials noted below. The completed application and materials must be submitted to the attention of the SAU Office at the address noted above, directed to the Human Resources Office. Do not send applications directly to schools, and do not send in an application separate from the attachments (all materials must be sent in together).

If you are applying to more than one position with the District, you only need to submit one application packet. Indicate in a separate cover letter any other positions for which you are applying. Applications will be kept on file for one year, so if you wish to apply for future positions, please contact the Human Resources Office to have your application considered for future positions within that one year period.

All school personnel, including substitutes, are required to submit to a full criminal records/background check in accordance with RSA 189:13-a. Prior employees of the Milford School District will be required to complete a new criminal records check if there is any break in employment.

Only finalists for a position will be notified of their screening status.

If you have any questions about the application process, please contact the Human Resources Office.

#### PROFESSIONAL & ADMINISTRATOR APPLICATION MATERIAL REQUIREMENTS

In order for your application to be considered, please attach the following documents:

- Resume
- College Transcripts for all courses and credits (photocopies/unofficial transcripts are acceptable)
- Copy of State Certification or Professional License
- Evidence of HQT Status (Praxis II scores, proof of HOUSSE plan, etc)
- Autobiographical Essay and/or Letter of Interest (cover letter)
- Three letters of professional reference

#### CLASSIFIED STAFF APPLICATION MATERIAL REQUIREMENTS

In order for your application to be considered, please attach the following documents:

- Resume
- Cover Letter
- Copy of College Transcripts (if applicable)
- Copy of State Certification or Professional License (if applicable)
- Three letters of professional reference

# Milford School District – SAU 40

## APPLICATION FOR EMPLOYMENT

*(please print clearly or type)*

PERSONAL INFORMATION				
Name:				
	<i>Last</i>	<i>First</i>	<i>Middle</i>	
Former Names:				
Social Security Number *:	-	-		
<i>(*optional)</i>				
Home Address:				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Mailing Address:				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Home Phone:			Cell Phone:	
E-Mail Address:				
Over Age 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Date of Birth:	/ /
APPLICATION INFORMATION				
Position for Which You are Applying:				
Date Available For Employment:				
How Did You Learn About This Position: <i>(be specific – Edjobs, Newspaper, Referral)</i>				
CERTIFICATION INFORMATION				
A copy of any current certification(s) noted below must be attached to this application for employment.				
Do you currently hold a NH Teaching Certification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, indicate certification endorsement areas:				
Teacher ID number:				
Indicate level of certification (beginner or experienced):				
Do you currently hold another Professional Certification – OT, SLP, Nurse, etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
HIGHLY QUALIFIED STATUS (HQT) INFORMATION				
Do you currently hold Highly Qualified Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Applicants for core subject teaching positions must be HQT at the time of hire – proof of status is required.				
<input type="checkbox"/> I have Passed the Praxis II subject test	Area(s):			
<input type="checkbox"/> I have an academic concentration of 30 credits	Area(s):			
<input type="checkbox"/> I have completed a NH Housse Plan by 6/30/2008	Area(s):			

## EMPLOYMENT HISTORY

Beginning with the most current position held, list all previously employment/teaching positions. Do **NOT** write "See Resume". Copy & attach a second page to the application to list additional employment history, if necessary.

Employer:	Employment Start:		
Address:	Employment End:		
Phone:	Last Salary/Rate of Pay:	\$	Per:
Position:	Full-Time or Part-Time:		
Co-Curricular Assignments:			
Reason for Leaving:			Ok to Contact?

Employer:	Employment Start:		
Address:	Employment End:		
Phone:	Last Salary/Rate of Pay:	\$	Per:
Position:	Full-Time or Part-Time:		
Co-Curricular Assignments:			
Reason for Leaving:			

Employer:	Employment Start:		
Address:	Employment End:		
Phone:	Last Salary/Rate of Pay:	\$	Per:
Position:	Full-Time or Part-Time:		
Co-Curricular Assignments:			
Reason for Leaving:			

Employer:	Employment Start:		
Address:	Employment End:		
Phone:	Last Salary/Rate of Pay:	\$	Per:
Position:	Full-Time or Part-Time:		
Co-Curricular Assignments:			
Reason for Leaving:			

**Total Years of Certified/Full-Time Education Service** \_\_\_\_\_  
*(do not include permanent substitute experience)*

## STUDENT TEACHING AND INTERNSHIP HISTORY

School District	Address	Phone	Cooperating Teacher	Grade(s) / Subject(s)	Dates

## EDUCATION

List all undergraduate & graduate colleges & credits earned. Attach all official transcripts for colleges below.

School	School Name & State	Major(s)	Degree & Total Credits Earned	Graduation Date
High School				
College				
College				

## REFERENCES

List the names and contact information for at least 3 professional or educational references who can attest to having first-hand knowledge of your professional skills and abilities.

Name	Daytime Phone	Address	Relationship

## GENERAL BACKGROUND INFORMATION

Were you ever previously employed by the Milford School District?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been fired, dismissed, or non-renewed from any job for any reason?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever resigned from a job after being notified that you would be fired, dismissed or non-renewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a license or teaching credential revoked in any state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been arrested or convicted of a violation of the law, other than a minor traffic violation, that has not been annulled by a court?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Note:** If you answered "Yes" to any of the above questions, provide a detailed written explanation on a separate sheet of paper, along with applicable dates, and attach it to this application.

## CERTIFICATION AND RELEASE AUTHORIZATION

*I certify that all answers given on this application are true and complete to the best of my knowledge. I hereby authorize the Milford School District to inquire as to my record with any and all of my references and my former and/or current employers with no liability arising therefrom. The making of any false statement herein will be sufficient cause for dismissal. I understand that any misrepresentation or omission of facts called for is cause for dismissal.*

Applicant Signature:	Date:
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**The Milford School District is an Equal Opportunity Employer.**