



BERLIN PUBLIC SCHOOLS
183 HILLSIDE AVENUE, BERLIN, NH 03570
TELEPHONE: 603-752-6500 / FAX: 603-752-2528
EMAIL: hr@sau3.org

Date of Application: _____ Name: _____

Indicate the type of position for which you are applying:

- Administrator Bus Driver Cafeteria Worker Custodian
 Guidance Librarian Nurse Educational Assistant
 Office Staff Substitute Teacher
 Other – Please list: _____

Indicate Your Preferences Below:

Grade/School Preference:

- Brown K-2 Hillside 3-5 Middle 6-8 High 9-12

Subject(s) Preference: _____

- Full-time
 Part-time – What hours and days will you be available? _____

Please list special skills or licenses you possess that would be appropriate for this position: _____

If applying for work as a SUBSTITUTE, complete the following, otherwise go to next section:

Teacher substitute only (please specify preference):

- Grades K-2 Grades 3-5 Grades 6-8 Grades 9-12 All

Educational Assistant substitute only (please specify preference):

- Grades K-2 Grades 3-5 Grades 6-8 Grades 9-12 All

Teacher and Educational Assistant (please specify preference):

- Grades K-2 Grades 3-5 Grades 6-8 Grades 9-12 All

Name: _____

If information necessary to process this application is located under a different name, please include such name(s) in this space: _____

Permanent Address: _____
Street City State Zip

Telephone Number(s): _____(day)
_____ (cell)
_____ (email)

Present Address: _____
Street City State Zip

Until (date): _____

Are you qualified for the job for which you are applying? Yes No

Are you NH certified? Yes No Pending Why? _____

List Endorsement Area(s): _____

Expiration Date: _____

List any certifications held in other states and the states where they are valid:

Are you Highly Qualified? Yes No Not Applicable

If yes, in what area(s): _____

Are you under contract? Yes No Date of expiration: _____

When will you be available? _____

Please specify any languages besides English that you can speak, read, and/or write:

Language: _____ speak read write
Language: _____ speak read write
Language: _____ speak read write
Language: _____ speak read write

EDUCATION

	NAME & ADDRESS	PROGRAM COURSE	DEGREE	MAJOR	YEAR OF GRAD.	DATES ATTENDED	SEM. HRS
HIGH SCHOOL							
COLLEGE OR UNIVERSITY (UNDER GRADUATE)							
GRADUATE SCHOOL							
ADDITIONAL COURSES, SEMINARS AND WORKSHOPS							

STUDENT TEACHING OR PRACTICUM (COMPLETE ONLY IF APPLICABLE)

NAME OF SCHOOL OR INSTITUTION AND ADDRESS	GRADE(S) AND/OR SECONDARY SUBJECT(S) TAUGHT	DATES OF STUDENT TEACHING	SCHOOL ENROLL.	CONTACT PERSON

TEACHING EXPERIENCE (COMPLETE ONLY IF APPLICABLE)

NAME OF SCHOOL OR INSTITUTION AND ADDRESS	GRADE(S) AND/OR SECONDARY SUBJECT(S) TAUGHT	DATES OF EMPLOYMENT	SCHOOL ENROLL.	ENDING SALARY

EMPLOYMENT HISTORY OTHER THAN TEACHING (COMPLETE ONLY IF APPLICABLE)

DATES EMPLOYED (most recent first month/year to month/year)	PART TIME OR FULL TIME	EMPLOYER/ADDRESS	TYPE OF WORK	REASON FOR LEAVING

List your membership in education, civic and community organizations, and offices held:

List your participation in college activities:

Additional Information (Candidate may use this space to add any significant information such as committee, volunteer, military, civic or other life experiences not included earlier):

What is your philosophy of learning?

Please explain your interest in the Berlin Public Schools and describe the knowledge and skills you possess which would be an asset to our school system:

PLEASE NOTE:

1. Candidates should arrange to have placement papers and transcripts forwarded.
2. Interviews will be scheduled with selected candidates on the basis of education, experience and available openings.
3. Applications will be kept active for one year and will be referred to should vacancies occur.
4. I understand that any offer of employment is contingent on Board of Education approval and passing a criminal record check.
5. Please notify Berlin Public Schools Central Office if you no longer wish to have your application kept active.
6. The District will recruit and consider candidates without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability.
7. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability, except for reasons related to ability to perform the requirement of the job.

EMPLOYMENT RELATED REFERENCES – Do Not Include Relatives

NAME	ADDRESS	HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	OCCUPATION

TITLE IX / SECTION 504 COMPLIANCE STATEMENT

This school district receives federal financial assistance. In order to continue receiving such federal financial assistance, this school district will not discriminate in their educational programs, activities or employment practices on the basis of race, language, sex, age, or handicapping condition, under the provisions of Title IX regulations or with Rehabilitation Act of 1973- Section 504 of Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination. Complaints regarding compliance with Title IX regulations or with Rehabilitation Act of 1973 Section 504 should be submitted in writing to, Berlin Public Schools, Attention: Martha Miller, Title IX/Section 504 Coordinator, 193 Pine Street, Berlin, NH 03570.

Have you ever been convicted of a felony or misdemeanor in NH or in any other state?
 Yes No If yes, explain and list in which town or court:

Berlin Board of Education Policy GBCD – The falsification or omission of any information on a job application or in a job interview, including but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment

Have you ever had your teaching credentials revoked or voluntarily returned your teaching credentials in NH or in any other state? Yes No If yes, explain:

I certify that the above information is true to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired. I authorize the Berlin Public Schools to conduct any and all inquiries that it may deem necessary or advisable to verify the information provided by me and/or to supplement this information. I authorize any former employer, or any other person, firm, corporation, or government agency to provide Berlin Public Schools with any information concerning me. I release and hold harmless Berlin Public Schools, its school district and such providers of information about me from any liability which results from the furnishing and review of this information.

Signature of Applicant

Date of Signature

FOR OFFICE USE ONLY

Application approved by: _____

Date of Criminal Record Check and Fingerprinting: _____

AN EQUAL OPPORTUNITY EMPLOYER

Climbing to achieve academic excellence for college and career readiness for all students.
