

Greater Lowell Technical High School



Return to office of
Human Resources
(978) 441-4892

250 Pawtucket Boulevard
Tyngsboro, MA 01879

Application

Of

Name: _____

For a position as: _____

It is the policy of the Greater Lowell Technical High School District not to discriminate on the basis of race, color, religion, age, marital status, citizenship, national origin, handicap or disability, veteran status, sex, or sexual orientation, in its educational programs, activities, or employment policy as required by Chapter 622 of the General Laws, Acts of 1971, Title IX of the Education Amendments of 1972, and Chapter 151B of the Massachusetts General Laws.

Greater Lowell Technical High School commits to ensure students' readiness for career, college and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

Personal Information-Section I:

1. Name (in Full) _____
2. Present address: _____
3. Business address (if applicable) _____
4. Home Phone # _____ Mobile Phone #: _____ Email: _____
5. Emergency Contact person: _____ Tele. # _____
6. Social Security # _____ Driver's License & State Issued _____
7. Did you serve in the armed forces of the United States: Yes No If yes, Branch _____ Rank: _____
8. Are you currently receiving a retirement allowance from a public retirement system in Massachusetts? _____
9. In accordance with the Immigration Reform and Control Act of 1986, you will be required to provide acceptable forms of identification to establish your identity and eligibility to work in the U.S. upon hire.
A.) Are you authorized to work in the United States: Yes No B.) Are you under age 18: Yes No

In answering the following questions regarding criminal background, please be advised that an applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry with relation to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to an inquiry concerning prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution. As a condition of employment or volunteer service, the school district is required by law to obtain criminal history information for any employee or individual who may have direct or unmonitored contact with children. A conviction will not necessarily bar you from employment.

10. Have you ever been convicted of a felony, regardless of the date of conviction? Yes No If yes, what was the offense, when were you convicted, in what district?

11. Have you been convicted of a misdemeanor within the past five years, other than a first conviction of any of the follow misdemeanors: drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace?
 Yes No If yes, please explain (what was the offense, when were you convicted, in what district)

12. If either 1.) your answer to question 11 is "yes", or 2.) you have been convicted of a felony within the past five years, please state whether you were convicted more than five years ago for any misdemeanor, other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace.
 Yes No If yes, please explain (what was the offense, when were you convicted, in what district)

13. Have you completed a period of incarceration within the past five years for any misdemeanor, other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, a minor traffic violation, an affray or disturbing the peace? Yes No If yes, please explain (what was the offense, when were you convicted, district)

14. Have you ever been discharged or requested to resign from employment? Yes No If yes, please provide full detail: _____

Employment History- Section II (list most recent first)

1. Name of Employer: _____
Address: _____
Title: _____ Supervisor's Name/Tele#: _____
Dates of Employment: From: _____ to: _____ Reason for leaving: _____
Salary: _____

2. Name of Employer: _____
 Address: _____
 Title: _____ Supervisor's Name/Tele# _____
 Dates of Employment: From: _____ to: _____ Reason for leaving: _____
 _____ Salary: _____
3. Name of Employer: _____
 Address: _____
 Title: _____ Supervisor's Name /Tele#: _____
 Dates of Employment: From: _____ to: _____ Reason for leaving: _____
 _____ Salary: _____
4. Name of Employer: _____
 Address: _____
 Title: _____ Supervisor's Name/Tele# _____
 Dates of Employment: From: _____ to: _____ Reason for leaving: _____
 _____ Salary: _____
5. Name of Employer: _____
 Address: _____
 Title: _____ Supervisor's Name/Tele#: _____
 Dates of Employment: From: _____ to: _____ Reason for leaving: _____
 _____ Salary: _____

Educational Background-Section III

1. High School Name: _____
 Address: _____
 Diploma _____
2. College/University Name: _____
 Address: _____
 Degree: _____ # of Credits: _____
3. Graduate School: _____
 Address: _____
 Degree: _____ # of Credits: _____
4. Specialized/Technical training: _____
 Address: _____
 Course(s): _____
 Certificate: _____
5. Specialized/Technical training: _____
 Address: _____
 Course(s): _____
 Certificate: _____
6. List special equipment or machines you can operate in relation to the position you are seeking:

7. List computer software in which you have skills and/or certifications, including word processing, spreadsheet, presentation and/or database programs. Please name the specific software: _____

8. List other skills and/or certification you possess including typing: _____
_____ WPM: _____
9. Do you possess any specialized trade license? If so, list _____

10. List all other documented volunteer activities performed related to the position sought with the school district (when, organization, supervisor/contact) _____

Professional References-Section IV

Please list three non-related individuals that have known you for at least one year and have direct knowledge of your work experience, ethic, and character.

1. Name: _____ Title: _____
Telephone #: _____ Relationship: _____
2. Name: _____ Title: _____
Telephone #: _____ Relationship: _____
3. Name: _____ Title: _____
Telephone #: _____ Relationship: _____

Applicant Release-Section V

The information provided in this application for employment is true, accurate and complete to the best of my knowledge. In the event of employment, I understand that false, misleading information or omissions, in this application or interview, may result in rejection of my application or if hired, termination from employment, regardless of the time elapsed before discovery.

I authorize investigation of all statements contained in this application and accompanying documents and the release of any information regarding my education, past employment history and background. I authorize the Greater Lowell Technical High School to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, current and former employers (if applicable) and organizations named in this application, unless otherwise stated, to provide the Greater Lowell Technical High School any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Greater Lowell Technical High School's use only. I understand that no representative from the school district has any authority to enter any agreement for employment for any specified time or to assume any benefits or terms and conditions of employment other than those set forth in any applicable labor agreement or in correspondence from the Superintendent's Office. I understand, if hired, I will be required to abide by the rules and regulations of the School.

I hereby voluntarily release, discharge and exonerate the Greater Lowell Technical High School, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by on or behalf of the school district. I understand that any offer of employment is conditional subject to verification of the information I have provided in this application or information provided during an interview or discussion with the School.

If required for the position I am seeking, I understand and agree to a physical examination which may require a drug screen and recognize that any offer of employment may be contingent upon the satisfactory results of such examination. I understand that any employment offer by the school district is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of employment. I understand that a criminal record check will be conducted for conviction and pending criminal case information and that it will not necessarily disqualify me from employment. A copy of this release of information may be accepted as an original. I represent that I have read and fully understand the foregoing and seek employment under these conditions.

“It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability”.

Applicant's Signature: _____ Date: _____