



## EMPLOYMENT APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_ (Proof of citizenship or immigration status will be required within three (3) business days of employment).

Position applying for \_\_\_\_\_ Date you can start \_\_\_\_\_ Full-time or Part-time \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we contact present employer? YES \_\_\_\_\_ NO \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Have you ever applied to Prospect Hill before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Education	Name and Location of School	Years Attended	Degree/Major
High School			
College			
Advanced Degree			
Trade or Business School			

Areas of Interest, Special Skills: \_\_\_\_\_

Mass. Teaching License #: \_\_\_\_\_ Professional Certifications: \_\_\_\_\_

Foreign Language: \_\_\_\_\_  
Speak Read Write

Membership in Professional or Civic Organizations: (Disclosure of membership in any organization is optional)

Additional Information to be considered regarding your application: \_\_\_\_\_

*Please provide the names of three references who you have known for at least one year and who are not related to you:*

Name	Address	Business	Phone Number



Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant may answer "no record" with respect to any inquiry relative to 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.

If yes, give details.

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Within the last five years have you been convicted of a misdemeanor which was **not** a first conviction for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details.

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Have you completed a period of incarceration within the past five years for any misdemeanor which was **not** a first conviction for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state whether you were convicted more than five years ago for any offense which was **not** a first conviction for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace.

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### EMPLOYMENT HISTORY

Please complete this section in addition to submitting a resume. Start from the most recent or current position. You may include volunteer positions.

From	To	Company	Position	Salary
Supervisor		Phone Number	Reason for Leaving	May we Contact?

From	To	Company	Position	Salary
Supervisor		Phone Number	Reason for Leaving	May we Contact?

From	To	Company	Position	Salary
Supervisor		Phone Number	Reason for Leaving	May we Contact?



From	To	Company	Position	Salary
Supervisor		Phone Number	Reason for Leaving	May we Contact?

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

**I UNDERSTAND THAT ANY FALSE STATEMENTS OR MATERIAL OMISSIONS ON THIS APPLICATION MAY BE GROUNDS FOR DENIAL OF EMPLOYMENT, TERMINATION OF EMPLOYMENT (IF AN OFFER OF EMPLOYMENT IS EXTENDED), OR RESCISSION OF ANY OFFER OF EMPLOYMENT.**

I hereby state that the information given by me in this application and attached resume is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I understand that this employment application and any other Prospect Hill Academy Charter School document are not employment contracts and that I may leave or be terminated from Prospect Hill Academy Charter School at any time with or without any reason or notice. Any statements made to the contrary are disavowed and should not be relied upon by any prospective or existing employee. I understand that completing this application creates no rights, express or implied, to employment with Prospect Hill Academy Charter School. I further understand that all offers of employment are conditional upon the receipt of references and a Criminal Offender Record Information check deemed acceptable by Prospect Hill Academy Charter School, as well as the successful completion of an introductory period which may be extended at Prospect Hill Academy Charter School's discretion. I authorize Prospect Hill Academy Charter School to contact my former employers and authorize my former employers to release information pertaining to my record, my work habits, and my work performance while in their employ. I further authorize Prospect Hill Academy Charter School to contact the individuals listed on this application and attached resume as personal references and authorize those individuals to release any personal information that may pertain to my work habits or work performance.

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Signature

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Date

\*Prospect Hill Academy Charter School complies with laws which prohibit discrimination based on race, age, color, religion, sex, national origin, ancestry, marital status, sexual orientation, disability, genetic information, uniformed military service or any other status protected by applicable law.