

School Administrative Unit # 44

Northwood, Nottingham and Strafford School Districts
 Greenbriar Building, 23 A Mountain Drive
 Northwood, New Hampshire 03261 603-942-1290

APPLICATION FOR EMPLOYMENT ADMINISTRATIVE POSITIONS

Personal Information			
Name:			
Social Security Number:			
Position(s) applied for:			
Certification Information & Endorsements:			
Certification Period Ends on:			
Electronic Mail Contact Information:			
Permanent Contact Information			
Street Address:		City, State, Zip:	
Residential Phone:		Business Phone:	
Present Contact Information			
Street Address:		City, State, Zip:	
Residential Phone:		Business Phone:	
Cell Phone Number:			
Military Service			
Are you a veteran? (Y/N)		Branch of Service:	
Date entered service (Month/Year): Date released from service (Month/Year):		Years of Service:	
Employment Desired			
Interim Work?	___yes ___no	Permanent ___yes ___no	
Were you previously employed by us? (Y/N)		If previously employed by SAU 44, please give dates:	
List any friends or relatives working for us:			
If your application is considered favorably, when will you be available for work? (Month/Day/Year)			

Educational Record: Official transcripts of all college credits are required prior to employment. These transcripts will not be returned. Unofficial transcripts must be filed with this application.			
High School			
Name of School:			
Location of School (City, State):			
Attended: Starting Date (Month/Year):		Ending Date (Month/Year):	

Years Completed:		Credit Hours:	
Did you graduate (Y/N):		Title of Degree Received:	
Undergraduate College/University			
Name of School:			
Location of School (City, State):			
Attended: Starting Date (Month/Year):		Ending Date (Month/Year):	
Years Completed:		Credit Hours:	
Did you graduate (Y/N):		Title of Degree Received:	
Major Subject/Area of Interest:			
Minor Subject/Area of Interest:			
Graduate School/Professional College/University			
Name of School:			
Location of School (City, State):			
Attended: Starting Date (Month/Year):		Ending Date (Month/Year):	
Years Completed:		Credit Hours**:	
Did you graduate (Y/N):		Title of Degree Received:	
Major Subject/Area of Interest:			
Average Grade/GPA:			
Other			
Name of School:			
Location of School (City, State):			
Attended: Starting Date (Month/Year):		Ending Date (Month/Year):	
Years Completed:		Credit Hours**:	
Did you graduate (Yes/No):		Title of Degree Received:	

Educational Record (continued)	
List any recent courses taken at graduate level:	
Date(s):	
College or University Name:	
Address:	

Interests and Activities	
Hobbies, professional recognitions, current professional memberships, committee work, publications, civic activities, etc.:	
Other fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance:	

Employment Record: Answer questions for each period of employment. Failure to give complete information may result in rejection of your application. Begin with present or last position. If more space is needed, enclose another sheet.

Most Recently Held Position

Title of Last/Present Position:			
Name and Title of Supervisor:		Employer's Name:	
		Employer's Address:	
Starting Salary:		Ending Salary:	
Date Hired:		Date Separated:	
Years/Months Employed Full-Time:		Years/Months Employed Part-Time:	
Duties:			
Reason for Leaving:			
May we inquire of this employer about your character and qualifications? (Yes/No)			

Previous Position to the one above

Title of Last/Present Position:			
Name and Title of Supervisor:		Employer's Name:	
		Employer's Address:	
Starting Salary:		Ending Salary:	
Date Hired:		Date Separated:	
Years/Months Employed Full-Time:		Years/Months Employed Part-Time:	
Duties:			
Reason for Leaving:			
May we inquire of this employer about your character and qualifications? (Yes/No)			

Previous Position to the one above

Title of Last/Present Position:			
Name and Title of Supervisor:		Employer's Name:	
		Employer's Address:	
Starting Salary:		Ending Salary:	
Date Hired:		Date Separated:	
Years/Months Employed Full-Time:		Years/Months Employed Part-Time:	
Duties:			
Reason for Leaving:			
May we inquire of this employer			

about your character and qualifications? (Yes/No)	
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Please attach your resume.

REFERENCES: Other than relatives, who are in a position and willing to certify to your character, ability, experience and qualifications for the position. If you have a placement file, please give name and address of the placement office.

Reference #1

Name:			
Street Address:		City, State:	
Residential Phone:		Business Phone:	

Reference #2

Name:			
Street Address:		City, State:	
Residential Phone:		Business Phone:	

Reference #3

Name:			
Street Address:		City, State:	
Residential Phone:		Business Phone:	

PROFESSIONAL STATEMENT

Use the space below to provide a professional statement that reflects your educational philosophy, particularly as it pertains to the position you are applying for at SAU 44. Attach an additional page if necessary. This is an important part of your application.

ADDITIONAL INFORMATION

Additional Information			
Indicate what salary you would require for this position:			
Are you a U.S. Citizen (Yes/No):		If not, are you an alien lawfully authorized to work in the United States? (Yes/No)	
Initial Application Requirements: SAU Staff ONLY			
		COMPLETED APPLICATION	
		COPY OF UNDERGRADUATE TRANSCRIPT	
		COPY OF GRADUATE TRANSCRIPT	
		COPY OF CERTIFICATION	
		WRITTEN LETTERS OF REFERENCE	
		COVER LETTER	

CERTIFICATE OF APPLICANT

I hereby certify that all answers and statements in this application are true. I am aware that should investigation disclose misrepresentation or falsification, I may be dismissed and disqualified for further employment.

Applicant's Signature

Date