



NORTON PUBLIC SCHOOLS
 64 West Main Street
 Norton, Massachusetts 02766
 Telephone: (508) 285-0100 Fax: (508) 285-0199
 www.norton.k12.ma.us

APPLICATION FOR PROFESSIONAL POSITION

Date _____

POSITION AND GRADE LEVEL APPLYING FOR: _____

PERSONAL DATA:

Last NameOther NameFirstMiddle Initial

Home AddressHome Phone

E-Mail AddressOffice PhoneCell Phone

Where do you prefer to be contacted? At Home At Work By Cell Phone By E-Mail
 What certifications do you hold?

<u>FIELD/LEVEL</u>	<u>STATUS</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>STATE</u>	<u>PENDING/ DATE OF TEST</u>

PROFESSIONAL PREPARATION:

Undergraduate	<i>Institution</i>	<i>Dates Attended</i>	<i>Specialization</i>	<i>Degree</i>	<i>Date</i>

Graduate				

Student Teaching				

NOTE: Even though the information may be repeated on a resume, please complete the application in its entirety.

PROFESSIONAL EXPERIENCE:

Beginning with your most recent employment, please list all full-time experience in the field of education below:

<i>Dates From ~ To</i>	<i>No. of Years</i>	<i>Position</i>	<i>Organization, Company, or Government Unit and Address</i>	<i>Supervisor and Title</i>

ADDITIONAL WORK EXPERIENCE:

Please list additional full or part-time work experience beginning with the most recent date below:

<i>Dates From ~ To</i>	<i>Position or Description of Work</i>	<i>Organization, Company, or Government Unit and Address</i>	<i>Supervisor and Title</i>

REFERENCES:

Please list three or more persons who are familiar with your professional competence. Ask them to forward references to Norton Public Schools unless they are included in other application materials. References, if at all possible, should include recent principal.

<i>Name</i>	<i>Position</i>	<i>Address</i>	<i>Telephone</i>

ADDITIONAL INFORMATION:

1. Please include on a separate sheet of paper other information regarding honors, accomplishments, workshops, or publications you feel will be helpful in the selection process. If this is covered in a prepared resume, feel free to submit this material in that form.
2. Please request your college Placement Office and/or Registrar's Office to forward credentials including references and other transcripts including degrees awarded.
3. Personal Statement: Please attach a **one** page personal statement. Consider, but do not limit yourself to the challenges and solutions of your particular field; elementary, middle, secondary education, special education, guidance, etc. Also please include activities in which you have experience and would be willing to be an advisor to in the school system.
4. If currently under contract, we expect you to have informed your present employer if you accept an invitation to be interviewed.

PLEASE NOTE: Candidates are advised not to contact the Superintendent of Schools or School Committee members.

APPLICATION INSTRUCTIONS:

To be considered, a completed application consists of the following:

- | | |
|-------------------------------|--|
| 1. Letter of application | 4. Current set of college/university credentials to be requested by applicant |
| 2. Completed application form | 5. Position desired |
| 3. Up-to-date resume | 6. Copy of Massachusetts Certification(s), licenses |

May arrangements be made to observe your teaching? Yes No

When would you be available for employment in the Norton Public Schools?

MAIL OR DELIVER THIS APPLICATION AND RELATED MATERIALS TO:

Joseph F. Baeta, Ed.D.
 Superintendent of Schools
 64 West Main Street
 Norton, Massachusetts 02766

I understand that for finalist candidates, at some point in the selection process, the law may require that the information contained in this application be made available to the public and that the facts set forth herein will be subject to verification.

I authorize the Norton Public Schools to verify any information on this application, or contact appropriate references.

(Signature)

(Date)

I affirm that all statements made in this application and related materials are true and complete to the best of my knowledge, and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that falsification, misrepresentation, or omission of facts called for in this application may result in denial of employment or immediate dismissal.

The Norton Public School System does not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation or disability.

