



**WORK EXPERIENCE**

(Start with present or last job. Include any job-related military service assignments and/or volunteer activities)

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ May We Contact? Yes \_\_\_ No \_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ May We Contact? Yes \_\_\_ No \_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ May We Contact? Yes \_\_\_ No \_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ May We Contact? Yes \_\_\_ No \_\_\_  
Reason for leaving: \_\_\_\_\_

<b>REFERENCES:</b> (Do not include family members or past supervisors)			
Name	Position	Company/Institution	Phone Number

When could you start work? \_\_\_\_\_ By whom were you referred? \_\_\_\_\_

Have you ever worked for the City of Quincy? Yes \_\_\_ No \_\_\_ If Yes, which department and what dates? \_\_\_\_\_

Please mail or submit your application to:

Quincy Public Schools  
Personnel  
34 Coddington Street  
Quincy, MA 02169

**FOR OFFICE USE ONLY**

Review of Application  
 Transcripts  
 CORI

Teaching Experience  
 Letters of Reference  
 MA License

Appointed  
 File  
 Fingerprints

**Background Information:**

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

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

*Proof of citizenship or immigration status will be required prior to employment. If offered employment, candidates must submit evidence of pre-employment physical examination*

**NOTICES**

1. 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.
2. No verbal promises regarding employment are binding on the Quincy Public Schools as an employer. This is an application for employment and does not constitute an employment contract.
3. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should file a new application.
4. The Quincy Public Schools does not discriminate on the basis of gender identity, race, color, sex, sexual orientation, religion, national origin, or handicap, in its educational activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act, and by Chapter 622 of the General Laws for the State of Massachusetts.

**APPLICANTS STATEMENT**

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer.

**Signature of**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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