

Dear Applicant:

Thank you for your interest in the South Burlington School District.

In order to facilitate your application process, please review the information table below to determine the requirements for each of the categories of employment. An employment application is required, however; information that is duplicative from the resume may be omitted on the application.

To check on available positions, please call our job hotline at 652-7250. If you are interested in any of the posted positions, please leave a message. We will pull your application from our files and review your qualifications. Because of the volume of applications, we are unable to answer your call personally. Please be assured that we will process your request upon receipt.

Once again, thank you for your interest in our District. Good luck with your job search!

The Human Resources Department
South Burlington School District

Type of Position	Application Requirements*
<i>Substitute Employee</i>	<ol style="list-style-type: none">1. Employment Application and/or resume2. Three letters of recommendation and/or three references and phone numbers3. Release for Criminal Check (Fingerprinting)
<i>Teacher</i>	<ol style="list-style-type: none">1. Employment Application and/or resume2. Transcripts showing degrees earned and any post graduate credits3. Three letters of reference with phone numbers4. Copy of Certificate/License(s)5. Release for Criminal Check (Fingerprinting)6. Hepatitis Shot
<i>Administrator</i>	<ol style="list-style-type: none">1. Employment Application and/or resume2. Three letters of recommendation and/or three references and phone numbers3. Certification(s)/License(s) – if applicable4. Release for Criminal Check (Fingerprinting)
<i>Support Staff</i>	<ol style="list-style-type: none">1. Employment Application and/or resume2. Three letters of recommendation and/or three references and phone numbers3. Certification/License(s) – if applicable4. Release for Criminal Check (Fingerprinting)

* Certain positions, because of physical and/or legal requirements may require you to have a physical exam at the District expense if a conditional offer of employment is made. Information will be provided at a later time, should this be asked of you.

As explained, can you perform essential functions of the position for which you are applying with or without reasonable accommodations? NO YES (please explain): _____

Print below your full work history for the last 10 years beginning with your most recent position, or attach a current resume.

<i>Dates of Employment</i>	<i>Employer Name & Location</i>	<i>Phone</i>	<i>Position Duties/ Responsibilities</i>
From: To:			
From: To:			
From: To:			
From: To:			
From: To:			

Education
This section may be omitted if this information is already provided on a resume.

<i>School and Location</i>	<i>Degree/Diploma Received</i>
High School:	
Other Education:	
Other Education:	
Other Education:	

If you are required to have a professional license for the position you're applying for, has the professional licensing agency ever disciplined you or revoked your license? NO YES, (please explain): _____

Other Skills, Training, Qualifications & Licenses:

Please provide any other information that may help us know more about your ability to perform the job for which you are applying. If you are applying for a teaching position, please attach a copy of your teaching license. If you are a recent (within 5 years) college graduate, please attach a copy of your transcripts. You may attach other documentation as necessary and appropriate:

References

Please print below three references that could verify your work history, employment performance and experience

Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Statement of Understanding

If you have questions about these statements, please ask prior to signing

I certify that the information contained in this application and attachments are true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for dismissal from employment should I be granted or awarded a position. Further, I hereby authorize my former employer(s), reference(s) and any other individual or organization to speak freely about my employment and/or to provide information solicited by the School District including a copy of my personnel file. I hereby release and discharge each of the above, including the School District, from any liability of any kind or nature.

All qualified applicants receive consideration for employment in accordance with the policy of the South Burlington School District. It is the policy of the South Burlington School District not to discriminate in educational programs, activities, or employment practices on the basis of age, race, color, creed, sex, national origin, place of birth, ancestry, sexual orientation or handicap under the provisions of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA) and Fair Employment Practices, 21 V.S.A. Chapter 5, Subchapter 6.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the South Burlington School District and myself. If this application results in employment, I will be provided information regarding my rights as an employee of the School District.

I understand that as part of my employment application process, the School District may conduct a review of existing state and federal criminal records of convictions for certain crimes as specified by law. A record of conviction may not be an automatic bar to employment.

Certain positions, because of physical requirements and/or legal requirements, may require you to pass a physical exam at the School District expense after a conditional offer of employment is extended to you.

I understand that this application, under no circumstances, represents any obligation by the South Burlington School District to offer me employment of any type.

I hereby acknowledge that I have read each of the above statements and understand the same and consent thereto.

Signature of Applicant: _____ Date: _____