

CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT
Serving the Towns of Becket, Cummington, Dalton, Hinsdale, Peru, Washington & Windsor

APPLICATION FOR ADMINISTRATOR

Specific Position

Date: _____

PERSONAL DATA

Last Name	First Name	Middle Initial	Social Security #
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Present Home Address	Telephone
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Present Business Address	Telephone
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Present Position as of date of this application

Where do you prefer to be contacted? At home At work Either

Do you possess or are you eligible for valid Massachusetts licensure/certification? Yes No

FIELD OF CERTIFICATION	LEVEL(S)	STATE	EXPIRATION DATE

PROFESSIONAL PREPARATION (GRADUATE, UNDERGRADUATE, AND OTHER):

INSTITUTION	DATES ATTENDED	SPECIALIZATION	DEGREE	DATE AWARDED

(Note: Even though the information may be repeated on a resume, please complete all blanks on this form.)

The Central Berkshire Regional School District ensures that applicants are employed, assigned, and promoted without regard to race, religion, color, age, gender, national origin, disability, homelessness, sexual orientation or veteran status. Equal Opportunity Employer.

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

DATES (FROM-TO)	POSITION	ORGANIZATION, DISTRICT, OR COMMUNITY	LOCATION

ADDITIONAL WORK EXPERIENCE:

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

DATES (FROM-TO)	POSITION	ORGANIZATION, DISTRICT, OR COMMUNITY	LOCATION

REFERENCES:

Please list three or more persons who are familiar with your professional competence. Unless they are included with your application materials, please provide accurate mailing addresses. Please include Superintendents, Principals and others qualified to judge your teaching performance or potential, and your general character. Do not include relatives.

NAME	POSITION	MAILING ADDRESS	TELEPHONE

U.S. MILITARY SERVICE:

Branch of Service: _____ From _____ to _____

Rank and Type of Service: _____

Training/experience received: _____

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 ask your Placement Office and/or Registrar's Office to forward your credentials and transcripts to:
Superintendent of Schools
Post Office Box 299
Dalton, MA 01227-0299

APPLICATION INSTRUCTIONS:

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

Letter of application

Completed application form

Completed criminal background check form

Up-to-date resume

Current set of college or university credentials to be requested by the applicant

Evidence of certifiability for the position for which you are applying

I understand that the district will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I understand that I have specific rights as to the contents of my personnel file.

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.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Date: _____

Signature: _____

Please complete and sign the C.O.R.I. record check release included with this application. 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 for employment 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 service which did not result in a complaint transferred to the superior court for criminal prosecution.

2/6/08

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