



# LONDONDERRY, NH SCHOOL DISTRICT SUBSTITUTE EMPLOYMENT APPLICATION

*\*Please Type or Print and fill out only the areas that apply to you.\**

Date: \_\_\_\_\_

**POSITION(S) applying for today:**  Sub. Teacher       Sub. Special Education Assistant  
 Sub. Nurse       Sub. Library       Sub. Food Service

**OTHER POSITION(S) would consider:** \_\_\_\_\_

**SCHOOL(S) CONSIDERING:**  Moose Hill Kindergarten     North Elem.     South Elem.  
 Matthew Thornton Elem.     Middle School     High School

Name: \_\_\_\_\_  
Last                                      First                                      Middle                                      Social Security Number

Present Address: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
#                      Street                                      Phone

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
City                      State                      Zip                      Alt. Phone

Permanent Address: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
#                      Street                                      Phone

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
City                                      State                                      Zip Code

E-Mail Address: \_\_\_\_\_ Date available for employment: \_\_\_\_\_

How did you hear about our opening?

**Newspaper:** (Specify Publication) \_\_\_\_\_

**Internet:** (Specify Web Site) \_\_\_\_\_

**Other:** \_\_\_\_\_

CERTIFICATION: (List all areas in which you hold a valid New Hampshire and/or out-of state teaching certificate. Note: Applicants holding a certificate from another state must obtain a New Hampshire certificate in order to teach in New Hampshire School Districts).

\*For information call the NH Department of Education at 603-271-3494\*

AREA OF CERTIFICATION (Include "in process" info.)	ISSUING STATE	DATE ISSUED

\*Please attach copies of all teaching certificates\*

EDUCATION BACKGROUND: (attach additional pages if necessary)

	School or Institution and Location	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)
High School				
College/University				
College/University				
Graduate School				
Graduate School				

\* Please attach copies of all college/university and graduate study transcripts. (copies are fine)

If you have not been previously employed in a teaching position, please complete the following:

STUDENT OR PRACTICE TEACHING:

Grade or Subject Taught	Name and address of School	1. College Supervisor 2. Cooperating Teacher
	_____ _____	1. 2.
	_____ _____	1. 2.

STUDENT TEACHING REFERENCES:

Please attach photocopies of letters of reference and/or evaluations from college/university professors, student teacher supervisor(s) and cooperating teacher(s).

REFERENCES: (attach additional pages if necessary)

References should include **superintendents**, **principals** and/or **professors** who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the **superintendent** and **principal** of each school in which applicant is or has been employed.

Name	Position	Address	Telephone

**WORK EXPERIENCE:** (please complete even if a resume is attached)

Dates (M/D/Y) From  _____	Name of Employer and Address _____ _____ _____ Phone Number:	Your Title _____ Reason for Leaving _____ _____
To  _____	Work Performed _____ _____ _____	
Final Yearly Salary _____	Name and Title of Supervisor _____	

Dates (M/D/Y) From  _____	Name of Employer and Address _____ _____ _____ Phone Number:	Your Title _____ Reason for Leaving _____ _____
To  _____	Work Performed _____ _____ _____	
Final Yearly Salary _____	Name and Title of Supervisor _____	

Dates (M/D/Y) From  _____	Name of Employer and Address _____ _____ _____ Phone Number:	Your Title _____ Reason for Leaving _____ _____
To  _____	Work Performed _____ _____ _____	
Final Yearly Salary _____	Name and Title of Supervisor _____	

Please list activities that you are qualified to supervise or coach: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OTHER QUALIFICATIONS:**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e., honors, awards, activities, technology skills, professional development activities, or volunteer activities.

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**GENERAL BACKGROUND INFORMATION:**

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Professionally disciplined means the annulment, revocation or suspension of your Teaching Certification or the receipt of a letter of reprimand from an agency, board or commission of state government, such as the New Hampshire Department of Education.

Criminal Offense includes all felonies and misdemeanors.

Conviction includes adjudication of guilt, pleas of “nolo contendere” (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, sentences or probation. You may omit: minor traffic violations, and offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court under a juvenile delinquency law.

Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently charged with a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you been fired, dismissed or non-renewed from any job for any reason?  Yes  No

Have you quit a job after being notified that you would be fired, dismissed or non-renewed, or after being notified that you would be recommended for firing, dismissal or non-renewal?

Yes  No

Have you ever been professionally disciplined in any state?  Yes  No

Are you subject to any visa or immigration status which would prevent lawful employment?

Yes  No

**\*Note:** If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

**BACKGROUND AND CRIMINAL HISTORY CHECKS:**

On request each applicant for employment must submit to the School District a completed Criminal History Release Authorization Form and his or her fingerprints. The School District will supply an Authorization form and fingerprint card to each applicant. The fingerprints will be utilized by local, state, and federal law enforcement agencies to research the applicant's background. Any offer of employment that the School District extends to an applicant is conditional upon the successful processing of his or her fingerprints and the receipt of criminal history and background check results that are acceptable to the School District.

**CERTIFICATION AND RELEASE AUTHORIZATION:**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the Londonderry School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to the Londonderry School District. I further authorize the Londonderry School District's official to investigate my background, now or in the future, to verify the information provided, and I release from liability all persons and/or entities supplying information regarding my background.

**\*My submission of this on-line application includes my acknowledgement and certification that the information provided is true and accurate to the best of my knowledge and belief.**

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Signature

Date

SCAN and EMAIL TO:  
mthomson@londonderry.org

or

MAIL TO:  
Londonderry School District  
Attn: Melissa Thomson  
268C Mammoth Road  
Londonderry, NH 03053

The Londonderry School District does not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 403 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990 and New Hampshire RSA 354-A. Information relative to special accommodation and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School District. If you need accommodations in completing this application, please contact the School District.