

*School Administrative Unit 63 -  
Wilton-Lyndeborough Cooperative School District*

Human Resources Office 192 Forest Road Lyndeborough, NH 03082 PH 603-732-9227

**EMPLOYMENT APPLICATION INFORMATION PACKET**

**GUIDE**

<b><u>Document Title:</u></b>	<b><u>Page No.</u></b>
A. Instructions/Information for Applicants.....	2
B. SAU #63 –Wilton-Lyndeborough Cooperative’s Employment Application.....	3-7
C. Affirmative Action Form and Instructions.....	8-9

**Important – Please Read**

SAU #63 does not accept applications via fax or e-mail because original signatures are required on pages six and seven of the Employment Application Information Packet.

# *School Administrative Unit 63 - Wilton-Lyndeborough Cooperative School District*

192 Forest Road, Lyndeborough, NH 03082

## **INSTRUCTIONS/INFORMATION FOR APPLICANTS**

Thank you for your interest in employment opportunities at SAU #63! The following information describes SAU63's application and hiring process for all faculty and staff positions. Please read all of these instructions and follow the directions carefully. Thank you.

1. **APPLICATION.** SAU63 representing the school district of Wilton-Lyndeborough Cooperative only accepts applications for vacant positions as they occur. You must submit a separate complete application package each time you apply for a vacant position. You may also visit our website at [www.sau63.org](http://www.sau63.org) for vacancy announcements.
2. **REVIEW/CONSIDERATION.** Your application must provide complete and detailed descriptions of your work experience so we can accurately review and consider your candidacy for the vacancy. When a certain number of years of experience are specified as a job qualification, the *full-time equivalent* is required. For example, a person who worked four years of part-time experience is considered to have two years of full-time equivalent. It is to your benefit to be thorough because this information is used to determine if you meet the qualifications for the position. While you may attach a curriculum vitae/resume and/or letters of recommendation as supplemental documentation, it is still necessary for you to fully complete the Employment History section of the application form. Additionally, pages six and seven of the application require an original signature. **Fax and e-mail copies are not accepted.**
3. **CLOSING/PRIORITY DATE.** After the closing date/priority date, all applications are reviewed for completeness and minimum qualifications for the advertised position. Applicants who submit complete packets and meet the minimum qualifications for the position are forwarded to Human Resource for further review. Candidates who are determined to be the most qualified for the position are contacted by telephone for an appointment to be interviewed.
4. **REFERENCE/BACKGROUND CHECKS.** Before making a formal job offer, the districts reference checking process involves talking with current and former supervisors who are able to discuss your job performance. This step is conducted at the end of the search process but prior to making a formal job offer. Any offer of employment is contingent upon satisfactory results of such reference checks and a background check.
5. **EMPLOYMENT ELIGIBILITY.** This district intends to hire only persons authorized to work in the United States. To comply with the Immigration Reform and Control Act, employees must provide proof of identity and authorization to work in the United States. Please do not include this confidential documentation in the application package because it is only required at the time of hire.
6. **DISABILITY.** Any person with a disability who needs accommodations during any phase of the recruitment process is encouraged to contact the Human Resources at the SAU in advance.
7. **APPLICATION MATERIALS.** All application materials become the property of School Administrative Unit 63 and, unless specified otherwise and will not be returned to the applicant. Retain original letters of recommendation and certificates for your files and submit copies only

# School Administrative Unit 63

## Wilton-Lyndeborough Cooperative School District

192 Forest Road, Lyndeborough, NH 03082

### Employment Application

Date \_\_\_\_\_ Date available \_\_\_\_\_

Last name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ SS# Not required at this time

Position Title \_\_\_\_\_ Email \_\_\_\_\_

Desired Salary \_\_\_\_\_ Employment desired:  Full time  Part time  Temporary

**Are you:**

1.  Yes  No Over the age of 18?
2.  Yes  No Able to provide, upon employment, genuine documentation establishing your identity and eligibility to be **legally employed** on an **unrestricted basis** in the United States?  
(Only U.S. Citizens or Foreign Nationals who have a legal right to work in the U.S. are eligible for employment.)
3.  Yes  No A licensed driver? (Answer only if position requires a driver license.)
4.  Yes  No A previous employee of SAU #63 or have you been employed by the WLC School District?  
From \_\_\_\_\_ to \_\_\_\_\_
5.  Yes  No Currently employed? If yes, why do you wish to make a change?

6. Have you ever been convicted of a felony that has not been annulled by a court? (Such conviction does not necessarily preclude you from employment.)  Yes  No If yes, explain:

7.  Yes  No Do you have relatives working at Wilton-Lyndeborough Cooperative School District?
8. If yes, state name and relationship:

9.  Yes  No Have you ever been suspended, discharged, asked to resign or asked to resign in lieu of termination from a position?
10. If yes, please explain:

### Education and Training

Type Of School	Name And Location Of School	Course Major	Circle Last Year Completed	Did You Graduate?	List Degrees	Average Grade
High School			9 10 11 12	<input type="checkbox"/> Y <input type="checkbox"/> N		
GED				<input type="checkbox"/> Y <input type="checkbox"/> N		
Trade/Technical			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N		

Undergraduate			1	2	3	4	<input type="checkbox"/> Y <input type="checkbox"/> N		
Graduate			1	2	3	4	<input type="checkbox"/> Y <input type="checkbox"/> N		
Other			1	2	3	4	<input type="checkbox"/> Y <input type="checkbox"/> N		

**Certification/Credentials**

Types of Certification	Endorsement Area	Expiration Date

**Other Professional Credentials, Certifications and Licenses**

Type Presently Held	ID Number	Expiration Date

**If you do not currently hold certification in the endorsement area:**

1.  Yes  No      I have applied for certification with the New Hampshire Department of Education Bureau of Credentialing.
  
2.  Yes  No      I have passed the required Praxis I and Praxis II exams for certification.
  
3.  Yes  No      If you presently hold certification in another endorsement area than the position in which you are applying for consideration, are you currently considered a Highly Qualified Teacher under the rules of NCLB?

## Employment History - Work Experience

**Note:** Please provide your work history for the last ten (10) years, starting with your most recent position, furnishing all requested information. Please provide a complete employment history, including explanations for any period of unemployment. A Curriculum Vitae/resume may be attached as a supplement, but not in lieu of completing the information requested below.

Present/Last Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties:

Reason for Leaving \_\_\_\_\_

Full-time  Part-time Hours per week \_\_\_\_\_

---

Present/Last Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties:

Reason for Leaving \_\_\_\_\_

Full-time  Part-time Hours per week \_\_\_\_\_

---

Present/Last Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties:

Reason for Leaving \_\_\_\_\_

Full-time  Part-time Hours per week \_\_\_\_\_

## Employment History - Work Experience (Continued)

Present/Last Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties:

Reason for Leaving \_\_\_\_\_

Full-time     Part-time    Hours per week \_\_\_\_\_

---

Present/Last Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties:

Reason for Leaving \_\_\_\_\_

Full-time     Part-time    Hours per week \_\_\_\_\_

---

Present/Last Employer \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties:

Reason for Leaving \_\_\_\_\_

Full-time     Part-time    Hours per week \_\_\_\_\_

---

Please provide a brief explanation for any period of unemployment in your work history:

## Additional Information

Place a check to indicate source of referral:

- Advertisement → Name of publication: \_\_\_\_\_
- Employee → Name of employee: \_\_\_\_\_
- Website → Name of site: \_\_\_\_\_
- Other → Please specify: \_\_\_\_\_

## Application Agreement and Certification

I understand and agree that:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, curriculum vitae/resume or any other submitted materials, or during any interviews, can be justification for refusal of employment or, if employed, termination from employment with SAU#63 –Wilton-Lyndeborough Cooperative School District. I ALSO UNDERSTAND THAT IF HIRED, I MUST PROVIDE DOCUMENTATION VERIFYING MY IDENTITY AND LEGAL RIGHT TO WORK IN THE UNITED STATES.

Any offer of employment I may receive from the Wilton-Lyndeborough Cooperative School District is contingent upon my successful completion of the district's total pre-employment screening process, including satisfactory reference checks. In processing my application for employment, the school may verify all the information provided by me, or may procure, with my consent, information concerning my current employment, prior employment, military record, education, driving record and criminal record, if necessary for the position for which I have applied.

I authorize and request that all of my present and former employers, including supervisors and managers, and any other individuals I have listed as personal or professional references, furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, and hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment I agree to comply with the policies, rules, regulations, and procedures of the Wilton-Lyndeborough Cooperative School District. Further, I understand that no manager, supervisor or other representative of the school district, other than the Superintendent of Schools of SAU#63, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

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

**SAU#63 Wilton-Lyndeborough Cooperative School District is an Affirmative Action/Equal Opportunity employer.**

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

## Release Form – Employment References/Background Check

**Please print:**

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

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I authorize my current and/or previous employers to furnish the SAU or the district with the information requested in the reference check that the SAU or the district's representatives may conduct. I understand this information is considered confidential and the content of any reference check will not be made available to me. I further promise to hold said current and/or previous employer/s, its employees and officers harmless for any statements made herein.

**Please check:**

1.  Yes  No I authorize SAU#63-Wilton-Lyndeborough Cooperative School District, 192 Forest Road, Lyndeborough, NH 03082 to contact any of my **former** employers to obtain any data necessary to support this application.
2.  Yes  No I authorize SAU#63- Wilton-Lyndeborough Cooperative School District, 192 Forest Road, Lyndeborough, NH 03082, to contact my **present** employer to obtain any data necessary to support this application.
3. Background Check: I understand that if I'm selected as the finalist for the position I have applied for, I will be required to undergo a full background check. I also understand that any offer of employment will be contingent upon satisfactory results.

Social Security Number **Not required at this time** Signature \_\_\_\_\_

**Please return the completed Employment Application Packet and  
All other requested application materials to:**

Wilton-Lyndeborough Cooperative School District  
192 Forest Road  
Lyndeborough, NH 03082  
603-732-9227





## Affirmative Action Definitions:

### ***Ethnicity***

Hispanic or Latino --- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

### ***Race***

American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American --- A person having origins in any of the black racial groups of Africa.

Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Other Pacific Islander Islands.

White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### ***Veteran Status***

Vietnam Era Veteran. Means a person who:

1. Served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred:
  - a. in the Republic of Vietnam between February 28, 1961 and May 17, 1975; or
  - b. between August 5, 1964 and May 7, 1975, in all other cases; or
2. Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed:
  - a. in the Republic of Vietnam between February 28, 1961 and May 17, 1975; or
  - b. between August 5, 1964 and May 7, 1975, in all other cases.

War/Campaign/Expedition Veteran. War/Campaign/Expedition Veteran means: A veteran who served on active duty during a war campaign or expedition for which a campaign badge has been authorized. For a detailed list of military operations that meet this criterion go to: <http://www1.va.gov/opa/is1/index.asp>.

Special Disabled Veteran. Means:

1. A veteran who is entitled to compensation (or who, but for receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran's Affairs for a disability:
  - a. rated at 30 percent or more, or
  - b. rated at 10 to 20 percent, in the case of a veteran who has been determined under Section 3106 of Title 38, USC, to have a serious employment handicap; or
2. A person who was discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran. Any veteran who served on active duty in the U.S. Military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from duty.

### ***Disabilities***

Persons with permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Impairments are: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.