





In order to comply with federal reporting requirements, every school district in Massachusetts is required to report to the Massachusetts Department of Education employee data by race and ethnicity categories on an annual basis. The Massachusetts Department of Education does not report individual data to the federal government, but does report the total number of educational staff in various categories in each school.

The federal government recently changed the reporting categories for race and ethnicity and all staff members are being asked to update their information. With the new reporting categories, individuals can identify themselves by ethnic group (either Hispanic/Latino or not Hispanic/Latino) and by *one or more* racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White).

**1. Are you Hispanic or Latino? (choose only one)**

- No, not Hispanic or Latino
- Yes, Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)

**2. What is your race? (choose one or more)**

- 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 Other Pacific Islander  
(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White  
(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa)

## Hanover Schools Application for Employment *continued*

| <b>Experience and Employment History</b>  |    |  |        |                   |  |
|---|----|--|--------|-------------------|--|
| Please list all work and/or teaching (including substitute or student teaching) experience in a chronological order, starting with the most recent. |    |  |        |                   |  |
| <b>Dates</b>  |    | Name of Employer<br>and<br>Address of Employer |        | Title or Position | Subject<br>Grade, Level<br>Job Description |
| From  | To | Name   | Street |                   |  |
|   |    | City/State                                     |        |                   |  |
|   |    | Name   |        |                   |  |
|   |    | Street   |        |                   |  |
|   |    | City/State                                     |        |                   |  |
|   |    | Name   |        |                   |  |
|   |    | Street   |        |                   |  |
|   |    | City/State                                     |        |                   |  |
|   |    | Name   |        |                   |  |
|   |    | Street   |        |                   |  |
|   |    | City/State                                     |        |                   |  |
|   |    | Name   |        |                   |  |
|   |    | Street   |        |                   |  |
|   |    | City/State                                     |        |                   |  |

| <b>Co-Curricular, Athletic, or Recreational Experience</b> |    |                 |                           |   |
|--|----|-----------------|---------------------------|---|
| <b>Dates</b>   |    | <b>Location</b> | <b>Type of Experience</b> | <small>I would be able to direct, supervise, or coach in this area.</small> |
| From   | To |                 |                           |   |
|  |    |                 |                           |   |
|  |    |                 |                           |   |
|  |    |                 |                           |   |

| <b>References</b>  |    |                          |                       |                          |                     |
|--|----|--------------------------|-----------------------|--------------------------|---------------------|
| Please provide three (3) references (other than family members).<br>References should be people who have supervised you and/or people with whom you have worked closely.<br>Written recommendations may be attached and will be required for candidates recommended for positions. |    |                          |                       |                          |                     |
| <b>Dates</b>   |    | <b>Name of Reference</b> | <b>Position/Title</b> | <b>Place of Business</b> | <b>Telephone(s)</b> |
| From   | To |                          |                       |                          |                     |
|  |    |                          |                       |                          |                     |
|  |    |                          |                       |                          |                     |
|  |    |                          |                       |                          |                     |
|  |    |                          |                       |                          |                     |
|  |    |                          |                       |                          |                     |
|  |    |                          |                       |                          |                     |

**Hanover Schools Application for Employment** *continued*

**Personal Writing Sample** [Please provide a handwritten response in the space provided.]

*Applicants for professional positions are requested to provide a statement reflecting philosophy and beliefs about education in general and teaching and learning in particular.*

**My Vision of Excellence for Public Education**

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*I hereby certify that the facts and representations set forth in this application and resume are true and complete. I further understand and agree that, if employed, false statements on my application and/or resume constitute sufficient cause for dismissal.*

|             |                  |
|-------------|------------------|
|             |                  |
| <b>Date</b> | <b>Signature</b> |

**Hanover Schools**  
**188 Broadway**  
**Hanover, MA 02339**



Mary Ann Jackman  
Superintendent

James A. Shillinglaw  
Pupil Personnel Services  
Administrator

Laura Miceli  
Director of Curriculum,  
Instruction, and Personnel

Joanne McDonough  
Business Manager

Telephone 781-878-0786  
Facsimile 781-871-3374

**HAPUS**  
**CH 385**  
**G**

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**Criminal Offense Record Information [CORI] REQUEST FORM**

Hanover Schools have been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction, and pending. As an applicant/employee for the position of \_\_\_\_\_, I understand that a criminal record check will be conducted for conviction, non-conviction, and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

**Applicant/Employee Signature:** \_\_\_\_\_

**APPLICANT / EMPLOYEE INFORMATION (Please Print)**

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

\_\_\_\_\_  
Maiden Name or Alias (if applicable) Mother's Maiden Name

\_\_\_\_\_  
Date of Birth (Month-Day-Year) Place of Birth Social Security No.  
(Requested but not required)

\_\_\_\_\_  
Current Street Address Apt. City/Town State Zip

\_\_\_\_\_  
Former Street Address Apt. City/Town State Zip

\_\_\_\_\_  
Gender (M / F) Height (feet and inches) Weight (pounds) Eye Color

\_\_\_\_\_  
Driver's License Issued by (State) License Number

**OFFICIAL USE ONLY BELOW THIS LINE:**

The above information was verified by reviewing the following form of government issued photographic identification:

Massachusetts Drivers License  Other, please specify \_\_\_\_\_

\_\_\_\_\_  
Requested By [Signature CORI Authorized Employee] Date