

Hanover Schools
188 Broadway
Hanover, MA 02339



Telephone 781-878-0786

Facsimile 781-871-3374

Dr. Kristine E. Nash
Superintendent

Ellen Witter-Harrington
Pupil Personnel Services
Administrator

Michael J. Purdy
Director of Technology

Joanne McDonough
Business Manager

APPLICATION FOR EMPLOYMENT

Thank you for your interest in the Hanover Schools. Please complete this packet by providing specific, accurate, and complete details. Please print all entries by computer or hand.

Applicants for Professional Positions (Administrator, Counselor, Psychologist, Therapist, Teacher, Tutor) must complete all portions of the application form and must attach all of the following documentation when the application is filed:

1. Application form.
2. Resume, including chronological listing of education and employment (beginning with most recent).
3. Original college transcripts.
4. Commonwealth of Massachusetts Department of Education Educator's License.
5. Handwritten personal statement reflecting your philosophy and beliefs about education in general and teaching and learning in particular.
6. Criminal Offense Record Information C.O.R.I. form.
7. Letters of Reference from immediate supervisors.

Applicants for Paraprofessional, Secretary, Clerical, Maintenance, Custodial, Van Driver, or Cafeteria Positions should complete all sections that are applicable. Additional information and materials may be submitted.

Applicants for Before and After School, Coach/Assistant Coach, Co-Curricular, Enrichment, Extended Opportunities, MCAS Remediation, or other programs should complete all sections that are applicable. Additional information and materials may be submitted.

The Hanover Schools will not discriminate against any person with regard to employment or educational opportunity on account of race, color, gender, age, disability, sexual orientation, religion or national origin. This non-discrimination applies to all persons, whether or not the individual is a member of a conventionally defined minority group.

The mission of the Hanover Schools is to guide every student to thrive in a global society.



Hanover Schools Application for Employment

DATE OF APPLICATION		POSITION DESIRED	
NAME	Miss		
	Mrs.		
	Mr.	First	Middle
HOME ADDRESS			
	Number	Street	Apt. #
	City/Town	State	Zip
TELEPHONE			
	Home	Work	Cellular/Other
Email			

EDUCATION	Diploma Degree Certificate	Year of Graduation or Completion	Educational Institution	City/Town and State
HIGH SCHOOL				
UNDERGRADUATE				
GRADUATE				
GRADUATE				
Other				

Certification or License State and Number	Type or Area of Certification	Type or Area of Certification

1. Have you ever been convicted of a felony?	YES	NO	List language(s), other than English, in which you are proficient with level of proficiency, include Sign or Braille.
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?	YES	NO	
3. Have you completed a period of incarceration within the past five years for any misdemeanors (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?	YES	NO	
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?	YES	NO	

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*

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

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

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

[Large empty rectangular box for handwritten response]

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.

Date	Signature

Hanover Public Schools

188 Broadway
Hanover, MA 02339

Kristine E. Nash, Ed. D.
Superintendent



Telephone: (781) 878-0786
Facsimile: (781) 871-3374

Ellen Witter-Harrington
Pupil Personnel Services
Administrator

Joanne McDonough
Business Manager

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CORI REQUEST FORM

Hanover Public Schools has 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 or volunteer for the position of _____ at _____ School, I understand that a criminal record check will be conducted every three years 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 / Volunteer Signature

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (if applicable)

DATE OF BIRTH

PLACE OF BIRTH

SOCIAL SECURITY NUMBER
(requested but not required)

MOTHER'S MAIDEN NAME

ID Theft Index PIN**
(if applicable)

CURRENT ADDRESS: _____

FORMER ADDRESS: _____

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER*: _____
(include state of issue)

*The above information was verified by reviewing the following form of government issued identification (original birth certificate or passport) only if driver's license is not available):

Verified by Authorized CORI Employee: _____

The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.