

COE-BROWN NORTHWOOD ACADEMY
907 First NH Turnpike, Northwood, NH 03261 Phone - (603) 942-5531

NON-CERTIFIED STAFF
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

All statements made by applicants for employment on this application form may be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, sex, color, religion, age, national origin, disability, marital or veterans' status, pregnancy, sexual orientation, gender identity, or any other legally protected status.

POSITION DESIRED: _____

PERSONAL INFORMATION

Name (Last, First)			
Present Address:	City:	State:	Zip Code:
Previous Address and Dates:	City:	State:	Zip Code:
Telephone Number:	Email Address:		
Emergency Contact Name and Telephone Number:			
Are you over the age of 18? Yes ___ No ___ If no, you will be required to provide a work certificate and/or proof of parental consent as required by state or federal law.		Do you have the legal right to work in the U.S.? (If hired, you must prove eligibility to work in the U.S.) Yes_____ No_____ If no, please explain: _____	

EDUCATION

SCHOOL	NAME, CITY & STATE OF SCHOOL	COURSES MAJORED IN	CIRCLE LAST YEAR COMPLETED	GRADUATE? GIVE DEGREES
High School			9 10 11 12	
College			1 2 3 4	
Number of credits you have completed beyond your highest degree. E.G. BA+10			Credits:	
Subjects of Special Study/Research, Work or Training/Skills that Could Assist in Position:				

WORK HISTORY (Start with most recent or present employer and complete in full; attach additional work history on a separate piece of paper as necessary.)

1. Name and Address of Most Recent Employer:		Telephone Number:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title & Duties:	Date Left:	Last Rate:
Reason for Leaving:		

2. Name and Address of Prior Employer:		Telephone Number:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title & Duties:	Date Left:	Last Rate:
Reason for Leaving:		

3. Name and Address of Prior Employer:		Telephone Number:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title & Duties:	Date Left:	Last Rate:
Reason for Leaving:		

List any special training or skills you have which are relevant to the position you are seeking: _____

Have you ever worked for Coe-Brown Northwood Academy? Yes No If yes, Position: _____
 Date (s) _____

Have you ever applied for Coe Brown Northwood Academy? Yes No If yes, Position: _____
 Date (s) _____

Do you have a relationship with the Academy? Alumni Parent Employee Other _____

Are you employed now? Yes No If yes: Full-time Part-time

JOB AVAILABILITY

Date You Can Start:	Your Availability:
	Days Only _____ Nights Only _____ Days or Nights _____
Can You Work Weekends (as desired position or schedule may require)?	
Yes___ No___	
Are you prohibited from or limited in your performance of any job duties by any restrictive covenants not to complete, confidentiality agreements or other contracted obligation? Yes___ No___	
If yes, please provide a copy of that agreement.	

State any additional information you feel may be helpful to us in considering your application: _____

REFERRED BY:

<input type="checkbox"/> Coe-Brown Website	<input type="checkbox"/> Coe-Brown Employee (name) _____
<input type="checkbox"/> Advertisement _____ <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Online _____	<input type="checkbox"/> Friend (name) _____ <input type="checkbox"/> Relative (name) _____ <input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency (name) _____	<input type="checkbox"/> Other (explain) _____

PERSONAL REFERENCES - Three people, not your relatives, whom you have known for three years or more.

Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:

TERMINATIONS AND/OR DISCIPLINARY ACTIONS

Have you ever been disciplined by an employer?	___ Yes	___ No
Has your employment ever been terminated, or have you been asked to resign in lieu of termination?	___ Yes	___ No

CRIMINAL BACKGROUND

As part of its efforts to provide a safe environment for students and employees, Coe-Brown Northwood Academy completes a criminal background check on all new employees and volunteers. In addition, we respectfully request that you respond to the following questions:

1. Have you ever been convicted of a crime, other than a minor traffic violation, that has not been annulled by a court? * Yes No

If yes, please explain _____

2. Do you have any criminal charges currently pending against you? _____ Yes No

If yes, please explain _____

3. Have you ever been found by a court, administrative agency, or employer to have committed or engaged in any of the following? Please omit any criminal convictions that have been annulled by a court.

Domestic Violence Yes No

Stalking Yes No

Child Abuse Yes No

Child Neglect Yes No

Sexual Harassment Yes No

Other Harassment Yes No

Assault Yes No

Inappropriate Boundaries with Students Yes No

Battery Yes No

Other Act of Violence Yes No

If yes, please explain. _____

4. Are there any actions or complaints currently pending against you related to any of the conduct described in #3? Yes No

If yes, please explain _____

5. Are you currently under investigation by a state or federal agency for having allegedly engaged in any of the conduct described in #3 with/against a child or student? Yes No

If yes, please explain _____

6. Have you ever been counseled, disciplined, resigned, or terminated following allegations that you failed to maintain appropriate boundaries with students, or failed to abide by a school's code of conduct or behavioral expectations regarding safe and/or healthy relationships with students? Yes No

If yes, please explain _____

7. Have you ever:

(A) Been investigated by an employer for allegedly engaging in misconduct? Yes No

(B) Been disciplined by an employer? This includes, but is not limited to, warning(s), suspension(s), involuntary leave(s), mandatory class(es) or counseling relating to a disciplinary matter, or other responsive action(s) required of you. Yes No

(C) Resigned from employment in lieu of termination, or during the pendency of an investigation into alleged misconduct? Yes No

(D) Had an employer decline to renew an employment contract? Yes No

(E) Been terminated from employment? Yes No

If yes to any of the above, please explain _____

8. Have you ever had any teaching credential(s), certification(s), or license(s) suspended or revoked in any state? Yes No

If yes, please explain (identify the credential/certification/license, the date of the suspension/revocation, the revoking/suspending agency, and the circumstances and outcome of the revocation/suspension). _____

Important note: An affirmative response to any of the questions contained in this section will **not** necessarily constitute a bar to employment. For each instance and explanation, Coe-Brown Northwood Academy will evaluate the nature and gravity of the offense or conduct, the time that has passed, and the relationship of the offense or conduct to the nature of the position sought.

APPLICANT'S STATEMENT

- I have read and fully understand the questions asked in this application. I understand and agree that the application is neither an offer of employment nor a contract. I certify that the information set forth in this employment application is accurate and complete. I understand that any misrepresentation, falsification, or omission on this application, if any, may result in the immediate rejection of my application or, if I am hired, may result in my immediate termination from employment.
- I understand that the information contained in this application or resume will be used by Coe Brown Northwood Academy for the purpose of making a determination as to my eligibility for employment, my retention as an employee, or other lawful purpose. I consent to the use of any information in this application or resume to verify my statements, and I authorize my past employers, educational institutions, all professional and personal references, and any other persons to answer all questions asked concerning my ability, character, reputation, education and previous employment record and history. **I authorize Coe-Brown Northwood Academy and its agents and representatives to contact all or any of my past employers, education/academic institutions and references** and authorize them to provide all information requested of them. I release all such persons from any liability or damages on account of having provided information in good faith regarding my job performance or job history, and I further release Coe Brown Northwood Academy from any liability or damages for having relied on any information provided.
- I agree that if I am hired I will conform to the policies and procedures of Coe-Brown Northwood Academy.
- I understand that any offer of employment will be conditioned on the successful completion of a criminal background check and such other pre-employment tests or background checks as may be required for a specific job. I will, upon request, sign all necessary consent forms.

Applicant's Signature: _____ **Date:** _____

Applicant's Printed Name: _____

Please submit application to: Mr. David Smith, Headmaster
Coe-Brown Northwood Academy
907 First NH Turnpike
Northwood, NH 03261
(603) 942-5531 or email dsmith@coebrown.org