

Non-Teaching Job Application

**Rutland Southwest Supervisory Union
168 York St.
Poultney, VT 05764**

Date _____ Phone No. (_____) _____

Name _____

Address _____

Position for which application is made: _____

Position you presently hold: _____

When can you begin work? _____

Salary range desired: _____

Education - School Name and Location

Elementary _____

Secondary _____

College _____

Other _____

Experience - Employer and Location - Work Performed - Dates

What qualifications do you believe specially fit you for the position? _____

See Over]

References: Three persons who can be contacted at the present time to attest to your ability.

Name Address Position Phone Number

NOTE: ALL APPLICANTS MUST PROVIDE A RESUME ALONG WITH THREE (3) LETTERS OF REFERENCE AND TRANSCRIPT (IF AVAILABLE) EXCEPT FOR CUSTODIANS AND COOKS WHO WILL LIST REFERENCES ABOVE.

Have you ever been convicted of a criminal offense? Yes No

If yes, please give date(s) and details:

Please be advised that any person offered employment for a job will be **required to undergo a criminal record check** that includes an FBI fingerprint record check and be further advised that employment within the Rutland Southwest Supervisory Union may be dependent upon the results of the check.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I also authorize you to contact my references. I further understand that my employment within the Rutland Southwest Supervisory Union may be dependent upon the results of the criminal record check.

Signature

Date

RUTLAND SOUTHWEST SUPERVISORY UNION IS AN EQUAL OPPORTUNITY EMPLOYER.

Revised 7/26/02