



**APPLICATION FOR ALL CIVIL SERVICE AND
NON-PROFESSIONAL POSITIONS**

Name: _____
Last First Middle Initial

Address: _____
Street City/Town State/Zip Code

Contact Information: _____
Home Phone Cell Phone Email Address

Positions for Which You Are Applying: _____ Date: _____

Is your name currently on any Civil Service Eligibility Lists? Yes ____ No ____

If Yes, which one(s): _____

Have you ever worked for Quincy Public Schools or City of Quincy before? Yes ____ No ____
If so, when and where: _____.

EDUCATION

High School: _____ Address: _____
Course of Study: _____ Years: _____ Degree: _____

College: _____ Address: _____
Course of Study: _____ Years: _____ Degree: _____

Other (Specify): _____ Address: _____
Course of Study: _____ Years: _____ Degree: _____

Please list any skills, licenses, certifications, or specialized training you may have:

WORK EXPERIENCE

(Start with present or last job. Include any job-related military service assignments and/or volunteer activities)

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone: _____
Job Title: _____ Work Performed: _____

Supervisor: _____ May We Contact? Yes ___ No ___
Reason for leaving: _____

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone: _____
Job Title: _____ Work Performed: _____

Supervisor: _____ May We Contact? Yes ___ No ___
Reason for leaving: _____

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone: _____
Job Title: _____ Work Performed: _____

Supervisor: _____ May We Contact? Yes ___ No ___
Reason for leaving: _____

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone: _____
Job Title: _____ Work Performed: _____

Supervisor: _____ May We Contact? Yes ___ No ___
Reason for leaving: _____

REFERENCES:			
(Do not include family members or past supervisors)			
Name	Position	Company/Institution	Phone Number

When could you start work? _____ By whom were you referred? _____

Have you ever worked for the City of Quincy? Yes ____ No ____ If Yes, which department and what dates? _____

Please mail or submit your application to:

Quincy Public Schools
Personnel
34 Coddington Street
Quincy, MA 02169

FOR OFFICE USE ONLY

Review of Application

Teaching Experience

Appointed

Transcripts

Letters of Reference

File

CORI

MA License

Fingerprints

Background Information:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes ____ No ____

Proof of citizenship or immigration status will be required prior to employment. If offered employment, candidates must submit evidence of pre-employment physical examination

NOTICES

1. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
2. No verbal promises regarding employment are binding on the Quincy Public Schools as an employer. This is an application for employment and does not constitute an employment contract.
3. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should file a new application.
4. The Quincy Public Schools does not discriminate on the basis of gender identity, race, color, sex, sexual orientation, religion, national origin, or handicap, in its educational activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act, and by Chapter 622 of the General Laws for the State of Massachusetts.

APPLICANTS STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of

Applicant: _____ **Date:** _____

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