



South Burlington School District

500 Dorset Street • South Burlington, VT 05403

Human Resources Department: FHTMS

Phone: (802)652-7255 • FAX: (802)652-7257

Employment Application

Date: _____

Applicant Information

Full Name: _____ Phone #: _____
Last First M.I.

Current Address: _____
Street Address Apartment/Unit #

_____ Email: _____
City State Zip Code

Are you able to provide proof of eligibility to work in the United States, if offered employment? YES NO

Have you ever received discipline greater than an oral reprimand at work? If yes, please explain: YES NO

Have you ever been discharged or requested to resign any position at work? If yes, please explain: YES NO

Are you able to travel if the job requires? YES NO

Have you ever worked for the South Burlington School District? If so, dates; _____ YES NO

Are you eligible for a recall to SBSD or to another District/Job? YES NO

Are you under the age of 18? YES NO

Are you currently working or under contract in another district? YES NO

Employment Interest

Position Applying for: _____ Date available to work: _____

Location(s) Preferred: ALL SBHS FHTMS RMCS GECS ORCHARD

Are you available to work: Part Time Full Time

What Attracted you to apply to our District? _____

Why are you looking to move from your current position? _____



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Military Service

Branch: _____ Dates: _____

Skill Set Acquired: _____

Education

Did you Graduate?

Highest Grade Attained:

9 10 11 12

YES

NO

High School/GED and Location

YES

NO

College and Location

YES

NO

College and Location

YES

NO

Other School and Location

Previous Employment

Company: _____ Supervisor: _____

Address: _____ Phone Email: _____

Job Title: _____ From: _____ To: _____

Duties: _____

Company: _____ Supervisor: _____

Address: _____ Phone Email: _____

Job Title: _____ From: _____ To: _____

Duties: _____

Company: _____ Supervisor: _____

Address: _____ Phone Email: _____

Job Title: _____ From: _____ To: _____

Duties: _____



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Background Checks and Information Disclaimer

Criminal Records Check: Individuals subject to the background checks shall be ineligible for hire (or continued employment if employment begins prior to the receipt of results) if convicted of one or more of the following crimes (see: 16VSA §252 and §1698). The list of disqualifying crimes is not meant to be all inclusive. For convictions not listed, eligibility to work shall be considered on a case by case basis. The totality of the crime(s) shall also be considered when determining one's eligibility to work. The decision of the Superintendent in these matters shall be final:

Sex offender crimes	Cruelty by person having custody	Drug sales, including selling or dispensing
Crimes involving a victim	Prohibited acts	Abuse, Neglect, or Exploitation of Vulnerable Adults
Contributing to Juvenile Delinquency	Displaying obscene materials to minors	Sexual activity by a caregiver
Cruelty to children	Sexual exploitation of children	Crimes that are cause for licensing actions

Department for Children and Families (DCF) and Department of Disability, Aging, and Independent Living (DDAIL) Registries: An individual whose name appears on any registry of listings of substantiated abuse cases shall be ineligible to serve (or continue to serve) as a licensed educator, substitute, paraeducator, or any other position within the District that involves regular direct contact with school children. The Superintendent shall have the final say as to which positions involve regular direct contact with school children.

Transportation: An individual shall be ineligible for hire into a position that requires *transporting students* or *driving a district vehicle* if they have been convicted within the last ten years of any of the following: Driving Under the Influence (DUI); Reckless/negligent driving; Driving while license has been suspended or revoked; Hit and run driving; Driving to endanger or if s/he has lost his/her license within the past five years for any other traffic violation(s) not listed above as defined under 23 V.S.A. §2302 (i.e. speeding, running a red light, failure to stop/yield).

I understand that a part of my employment application process the District may request my Social Security Number as required to meet federal and state reporting requirement. These purposes include to verify eligibility for employment and/or to comply with DOT regulation. The District will take all reasonable efforts to protect the confidentiality of its applicants' Social Security numbers (SSNs) obtained and used in the course of business. Only persons who have a legitimate business reason will have access to SSNs.

Disclaimer Statement: I certify that the information contained in this application and attachments are true and correct to the best of my knowledge and I understand that false or incorrect information in this application is grounds for disqualification from further employment consideration or for dismissal should I be granted or awarded a position. Further, I hereby authorize my former employer(s), reference(s) and any other individual or organization to speak freely about my employment and/or to provide information solicited by the School District including a copy of my personnel file. I hereby release and discharge each of the above, including the School District, from any liability of any kind or nature.

All qualified applicants receive consideration for employment in accordance with the policy of the South Burlington School District. It is the policy of the District not to discriminate in educational programs, activities, or employment practices on the basis of age, race, color, creed, sex, national origin, place of birth, ancestry, sexual orientation, gender identity, gender information, genetic information, or handicap under the provisions of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA) and Fair Employment Practices, 21 V.S.A. Chapter 5, Subchapter 6; and Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA). If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Department at 802-652-7255 or at the address on the front of the application form.

The Drug Free Workplace Act requires specific actions on the part of employers including publication of a statement notifying employees of the prohibition against illegal drugs in the workplace, the establishment of a drug-free awareness program with specific elements, the notification to employees that compliance with the prohibition against drugs is a requirement for employment and imposing specific sanctions on any employee who is convicted of violations occurring in the workplace. See 41 U.S.C. §701.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between District and myself. If this application results in employment, I will be provided information regarding my rights as an employee of the District.

I understand that as part of my employment application process, the District may conduct a review of existing state and federal criminal records of convictions for certain crimes as specified by law and a review of the Agency of Human Services Adult Protective Services and Child Abuse Registry. I hereby acknowledge and agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information Center, the criminal record repositories of other states where I have been employed and/or resided, and the FBI. A record of substantiation may not be an automatic bar to employment. I understand that the results of that check will be made available to the South Burlington School District, Agency of Education, or for use in reviewing my suitability for employment. I further understand that within 30 days of receiving the results of the record checks, I have the right to appeal the findings to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, VT 05671-2101.



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Certain positions, because of physical requirements and/or legal requirements, may require you to pass a physical exam at the School District expense after a conditional offer of employment is extended to you.

I understand that this application, under no circumstances, represents any obligation by the South Burlington School District to offer me employment of any type. I hereby acknowledge that I have read each of the above statements and understand the same and consent thereto.

Signature of Applicant: _____ **Date:** _____