

ROCHESTER, NEW HAMPSHIRE SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #54
Equal Opportunity Employer

Application Printing and Submission Instructions

1. Please print application (three pages). Complete and sign in the three required areas. The Release to Conduct Background Investigation page requires a signature of witness. This can be anyone over the age of eighteen. The Witness signature verifies the applicant signed their legal name.
2. Please submit application form, cover letter and any other support documentation to:

Brenda Gentle
Rochester School Department
150 Wakefield Street, Suite 8
Rochester, NH 03867-1348
3. References will be contacted if they are needed.
4. If you have questions, you may phone (603) 332-3678 or send an email to: gentle.b@rochesterschools.com

ROCHESTER, NEW HAMPSHIRE SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #54
Equal Opportunity Employer

SECRETARIAL APPLICATION

For the position of: _____ Date: _____

Name _____ Date available: _____

Address _____ Tel #: (____) _____

City/State/Zip _____ Alt. Tel #: (____) _____

E-Mail Address: _____ Grade level of position applying for? Elem. MS HS

Are you legally eligible for employment in the U.S.? _____ Min. salary you would accept? _____

Have you previously worked for the Rochester School District? _____ If so, when? _____

EDUCATION AND PROFESSIONAL TRAINING

A minimum standard of a high school diploma or equivalent is necessary.

High School _____	Diploma _____	Degree _____	Graduation Year _____
College _____	Major _____	Degree _____	Graduation Year _____
University _____	Major _____	Degree _____	Graduation Year _____
Other _____	Major _____	Degree _____	Graduation Year _____

EMPLOYMENT HISTORY (start with most recent)

Employer Name	Position	Employment Dates	Reason for Leaving

In addition to this application, the Rochester School Department requires three references to be listed on the *Release to Conduct Background Investigation* form (attached), with current email address and phone number of **persons not related to you.** References must include your two most recent employers.

This application must be complete and accurate in every detail to be considered for a position in this District. Applications remain active for one year.

The district's evaluation of the qualifications of an employee or candidate and hiring decisions are made without regard to factors such as sex, race, color, national origin, religion, lawful political or organization affiliation, age, marital status, or disability. The district's non-discrimination policy (AC) can be found at rochesterschools.com., School Board, Policy Manual. The Director of Student Services serves as our Equity Coordinator.

ASSURANCES

1. I certify that I have never been convicted of a criminal offense. Further, I certify that I have never been arrested for any offenses involving sexual misconduct or moral turpitude. (If you are unable to attest to this item, please provide details of the incident(s) preventing your signature.)

Applicant Signature for Item 1 _____

2. I understand that, under New Hampshire state law, no final offer of employment can be made by the Rochester School Board unless and until successful completion of a background check, including a criminal history records check has been confirmed by the Rochester School Department. **Accordingly, I understand and acknowledge that any offer made by the Rochester School Board, its officials, agents, or assigns, whether by formal vote of the Board, written or verbal notification, or other means, is conditional and will become void and be withdrawn if warranted by the results of the criminal history records check.**

3. I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Superintendent of Schools, and/or designee, and the School Board WILL BE RELYING on the information contained in this application and that the information is complete and accurate. I further understand and agree that, if employed any falsified statements or any material half-truths, material misstatements or omissions of this application, without full disclosure of all relevant facts shall be grounds for the School District to immediately VOID any employment contract with me, and shall be grounds for my immediate dismissal from employment with the School District.

Applicants Signature for Items 2 and 3 _____

FOR OFFICE USE ONLY:

Interviewed by	Date	Evaluation

Evaluation Code:

1 = First choice

2 = Would employ

3 = Would not employ

City of Rochester School Department

Mr. Kyle M. Repucci
Superintendent of Schools

Office of the Superintendent
150 Wakefield Street, Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367

Mrs. Christiane Allison
Director of Student Services

Dr. Sandie MacDonald
Assist. Superintendent of Schools

Mrs. Brenda Gentle
Human Resources Director

Release to Conduct Background Investigation (To be completed by the applicant)

I, _____, have applied for a position as a _____ with the Rochester School Department. I hereby grant permission to the Rochester School Department to conduct an investigation of my background, including education, employment, health, credit, reputation, military records, criminal history records and any other factors which the Rochester School Department may deem proper and necessary in order to properly assess my character and background.

I give permission for any person, business, or institution contacted in the course of such investigation to release any and all information properly requested, including the entire contents of my personnel file, and photocopies of the same if requested. I do hereby release such person, business, or institution from all liability for providing correct information. I further release such person, business, or institution from any previous agreement, verbal or written, which would prohibit the release of information pertinent to the investigation by the Rochester School Department.

I understand that, under New Hampshire state law, no final offer of employment can be made by the Rochester School Board unless and until successful completion of the criminal history records check has been confirmed by the Rochester School Department.

Accordingly, I understand and acknowledge that any offer made by the Rochester School Board, its officials, agents, or assigns, whether by formal vote of the Board, written or verbal notification, or other means, is conditional and will become void and be withdrawn if warranted by the results of the criminal history records check.

I recognize the right of the Rochester School Department to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained therefrom.

Signature of Applicant

Date

Signature of Witness

Date

Reference Information

Name of Reference

Email address

Cell/Home Phone

Name of Reference

Email address

Cell/Home Phone

Name of Reference

Email address

Cell/Home Phone