



Greater Lawrence Technical School

57 River Road, Andover, MA 01810

978-686-0194 • www.glts.net

Application for Employment

Date: _____

POSITION APPLYING FOR: _____

Is this application in response to a recent advertisement? Yes No

If yes, which publication(s)? _____

Availability date; if hired: _____

PERSONAL DATA:

Name: _____

LAST

FIRST

MIDDLE

MAIDEN

Address: _____ Telephone: (H) _____

CITY

STATE

ZIP

(C) _____

E-mail Address: _____

Do you have any physical limitations that would limit your ability to perform the essential functions of the position to which you are applying? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

EDUCATION:

| | NAME AND ADDRESS OF SCHOOL | DATES ATTENDED FROM /TO | MAJOR | MINOR | GRADUATION DATE | DEGREE |
|----------------------------------|----------------------------|-------------------------|-------|-------|-----------------|--------|
| High School | | | | | | |
| Undergraduate College/University | | | | | | |
| Post Graduate | | | | | | |

WORK EXPERIENCE:

| Name and Address of Employer | From | To | Title/Description of Position |
|------------------------------|------|----|-------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

May your present supervisor be asked for a reference now? Yes No

If yes, Name: _____ Position: _____

TEACHING EXPERIENCE:

| Name and Address of School | From | To | Grades and Subjects |
|----------------------------|------|----|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

What foreign languages do you speak, read, and/or write fluently? _____

CERTIFICATION:

Massachusetts License: _____
NUMBER TYPE EXP. DATE

License in Other States: _____
STATE TYPE/AREA(S) EXP. DATE

STATE TYPE/AREA(S) EXP. DATE

REFERENCES:

1. _____
NAME POSITION TELEPHONE NO.

COMPANY NAME AND ADDRESS CITY/TOWN STATE ZIP

E-MAIL ADDRESS

2. _____
NAME POSITION TELEPHONE NO.

COMPANY NAME AND ADDRESS CITY/TOWN STATE ZIP

E-MAIL ADDRESS

3. _____
NAME POSITION TELEPHONE NO.

COMPANY NAME AND ADDRESS CITY/TOWN STATE ZIP

E-MAIL ADDRESS

Is this reference of a personal or professional nature? _____

AFFIRMATIVE ACTION INFORMATION SHEET

This information is asked for affirmative action purposes only. In accordance with the Massachusetts Fair Practice Law, you are not required to provide this information prior to employment.

Sex: Male Female

Date of Birth: _____

Race/Ethnic Category (Check One):

1. **White** (not of Hispanic origin): All persons having origins in Europe, North Africa or the Middle East.
2. **African American** (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
3. **Hispanic**: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
4. **Asian or Pacific Islanders**: All persons having origins in the far east, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippines Islands and Samoa.
5. **American Indian or Alaskan Native**: All persons having origins of North America, and who maintain cultural identification through tribal affiliation or community recognition.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, any false statement, omissions or misrepresentations may result in my dismissal. I authorize Greater Lawrence Technical School to make an investigation of any facts set forth in this application.

(Applicant's Signature)

(Date)