



**Lynn Public Schools 100 Bennett Street Lynn, MA 01905  
(781) 593-1680 | Human Resources**

*PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT YOUR SIGNATURE  
PLEASE READ CAREFULLY*

**POSITION DESIRED** \_\_\_\_\_ **DATE OF APPLICATION** \_\_\_\_\_

<b>Name</b>				
Last / First / Middle / Maiden _____				
<b>Present Address</b>				
Number / Street / City / State / Zip _____				
<b>Home Telephone</b> (____) _____			<b>Social Security No.</b> _____ - _____ - _____	
<b>Work Telephone</b> (____) _____			<b>Emergency Phone</b> (____) _____	
<p><i>It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, religion, sexual orientation, home status, or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch.76. Sec. 5, M.G.L., Ch. 151B, and M.G.L., Ch. 151C.</i></p>				
<b>Please Provide All Information Requested</b>				
Your complete application form will be maintained in our active files for two (2) years from the date of application. You may submit a new application at any time.				
<b>Teacher Certification Area</b> _____ <b>Level</b> _____ <b>Certification #</b> _____				
<b>Teacher Experience (If Applicable)</b>				
_____				
<b>School Taught</b> _____ <b>Grade Levels</b>   <i>From</i> _____ <i>To</i> _____				
<b>School Taught</b> _____ <b>Grade Levels</b>   <i>From</i> _____ <i>To</i> _____				
<b>Educational History</b>				
TYPE OF SCHOOL	SCHOOL NAME	LOCATION <small>(Complete mailing address)</small>	YRS COMPLETED Graduated? Yes or No	MAJOR AND DEGREE
High School				
College				
Business or Trade School				
Graduate School				



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**Employment Record** | Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs.

<b>Last or Present Employer</b>	Type of Business	Type or Classification of Job
Address		Brief Description of Job Duties
Telephone (____) _____		
Base Salary \$ _____ Dates Worked   From _____ To _____		
Reason for Leaving		
<b>Prior Employer</b>	Type of Business	Type or Classification of Job
Address		Brief Description of Job Duties
Telephone (____) _____		
Base Salary \$ _____ Dates Worked   From _____ To _____		
Reason for Leaving		
<b>Professional/Work References</b>   List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.		
<b>Name</b> _____		
Title/Relationship _____		
Full Street Address _____		
Occupation _____ Telephone (____) _____		
<b>Name</b> _____		
Title/Relationship _____		
Full Street Address _____		
Occupation _____ Telephone (____) _____		



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<b>Special Skills</b>	
<b><i>Applicant for Office/Clerical Work</i></b>	<b><i>Applicant for Shop/Maintenance Work</i></b>
Typing Yes ___ No ___ Words Per Minute _____	Type of Machines Operated _____
Dictation Yes ___ No ___ Words Per Minute _____	Years Experience _____
Computer Skills Hardware _____ Software _____	Type of Machines Operated _____ Years Experience _____
Please List Other Skills and/or Equipment / Language Experience You Have Acquired	List Other Shop/Production Skills
Served Apprenticeship? Yes ___ No ___ Type _____	
<b>How Were You Referred To Lynn Public Schools (Circle Only One)</b>	By My College Advertisement By An Employee _____ <i>(If so, please include employee's name above)</i>
	Walk-In Other

*I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the Lynn Public Schools, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing on my employment.*

**Signature of Applicant** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**Date Available To Begin Work** \_\_\_\_\_

*If any of your educational or employment records are under other than the above name, please provide other name.*