

School Administrative Unit #7

(Clarksville – Colebrook – Columbia – Pittsburg – Stewartstown)

21 Academy Street, Colebrook, N H 03576

(603) 237-5571 Fax (603) 237-5126 email: super7@ncia.net

APPLICATION FOR EMPLOYMENT – Bus Driver

Note: All applicants must submit three current letters of reference with this application

Personal Information

Position Desired: _____ Date: _____

Name: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip) _____

Home Phone: _____ Work Phone: _____

email address: _____

Experience and Qualifications - Driver

DRIVER LICENSES	State	License No.	Type	Expiration Date

Do you hold a bus driver's certificate now? Yes _____ No _____ State _____

Driving Experience

Class of Equipment	Type of Equipment (Van, Tank, Flat, Etc...)	Dates		Approximate Number of Miles - Total
		From	To	
Straight Truck				
Tractor & Semi-Trailer				
Tractor - Two Trailers				
Other				

Accident Record for past 3 years or more (attach sheet if more space is needed)

Dates	Nature of Accident	Fatalities	Injuries
	(Head-on, Rear-end, Upset, etc....)		
Last Accident			
Next Previous			
Next Previous			

Traffic Convictions and Forfeitures for the past 3 years (other than parking violations)

Location	Date	Charge	Penalty

Attach sheet if more space is needed

A. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? _____

B. Has any license, permit, or privilege ever been suspended or revoked? _____

If the answer to any of the above is yes, attach a statement giving details

Employment History

Please list current and at least two former employers, starting with present and most recent. List any/all Commercial Driving Experience for the Past 10 years.

Employer: _____ Phone: _____

Mailing Address: _____

(City)

(State)

(Zip)

Your Job Title: _____ Supervisor's Name: _____

Dates of Employment :(MM/DD/YEAR) _____

Reason for Leaving: _____

Description of Your Responsibilities: _____

Employer: _____ Phone: _____

Mailing Address: _____

(City)

(State)

(Zip)

Your Job Title: _____ Supervisor's Name: _____

Dates of Employment :(MM/DD/YEAR) _____

Reason for Leaving: _____

Description of Your Responsibilities: _____

Employer: _____ Phone: _____

Mailing Address: _____

(City)

(State)

(Zip)

Your Job Title: _____ Supervisor's Name: _____

Dates of Employment :(MM/DD/YEAR) _____

Reason for Leaving: _____

Description of Your Responsibilities: _____

PLEASE LIST YOUR QUALIFICATIONS FOR THIS POSITION, INCLUDING PERSONAL EXPERIENCE

Education

High School Attended: _____
Name/State Years Completed Graduate (Yes/No)

Trade/Tech College: _____
Name/State Years Completed Graduate (Yes/No)

Undergraduate College: _____
Name/State Years Completed Graduate (Yes/No)

Graduate College: _____
Name/State Years Completed Graduate (Yes/No)

Degree: None: _____ Associate _____ Bachelors _____ Masters _____ Other _____

What did you get your degree(s) in? _____

List any membership in professional or civic organizations: _____

Certification Information

Do you hold a current CPR/AED certification as required by the School Districts within SAU #7?
YES _____ (attach a copy) NO _____

Do you currently hold a first aid or equivalent certification as required by the School Districts within SAU #7?
YES _____ (attach a copy) NO _____

If currently in process of being certified, when do you anticipate completing the certification? _____

Workshops

Please list any workshops you have taken that would pertain to bus driving

References

	Name	Occupation	Address	Telephone No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

General Background Information

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a crime is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Professionally disciplined means the annulment, revocation or suspension of your teaching certification, or the receipt of a letter of reprimand from an agency, board or commission of state government, such as the New Hampshire Department of Education.

Crime includes all felonies and misdemeanors.

Conviction includes adjudications of guilt, pleas of guilty, pleas of "nolo contendere" (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, incarceration, or other sentences or probation.

Have you ever been arrested for or convicted of a crime that has not been annulled by a court? ____

Have you been fired, dismissed or non-renewed from any job for any reason? ____

Have you quit a job after being notified that you would be fired, dismissed or non-renewed or after being notified that you would be recommended from firing, dismissal or non-renewal? ____

Have you ever been professionally disciplined in any state? ____

Are you subject to any visa or immigration status which would prevent lawful employment? ____

If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name.

Background and Criminal History Checks

Each applicant for employment must submit to the SAU #7 and the School Districts within SAU #7 a completed Criminal History Release Authorization Form and his or her fingerprints. The SAU # 7 office can supply an Authorization Form and fingerprint card to each applicant. The fingerprints will be utilized by local, state and federal law enforcement agencies to research the applicant's background. Any offer of employment that the SAU #7 or the School Districts within SAU #7 extends to an applicant is conditional upon the successful processing of his or her fingerprints and the receipt of criminal history and background check results that are acceptable to SAU #7 and the School Districts within SAU #7.

Certification:

I certify that the information on this application and any additional documents provided are true, correct and complete to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information or omission shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of School Administrative Unit # 7 and School Districts within SAU #7 may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to the SAU # 7 and School Districts within SAU #7. I further authorize the SAU #7 and School Districts within SAU #7 officials to investigate my background, now or in the future, to verify the information provided, and I release from liability all persons and/or entities supplying information regarding my background.

Signature of Applicant

Date

Please send completed application, transcripts and references to: School Administrative Unit #7 (SAU #7), 21 Academy Street, Colebrook, and N H 03576.

SAU # 7 and the school districts within SAU #7 do not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990 and New Hampshire RSA 354-A. Information relative to special accommodations and the designated responsible official for compliance with Title IV, Title IX and Section 504 may be obtained by contacting the SAU # 7 office. If you need accommodations in completing this application, please contact the SAU office.