

**MARSHFIELD PUBLIC SCHOOLS**  
**CLASSIFIED APPLICATION**  
*(Tutors, Instructional Aides, Secretaries, Custodians, Van Drivers, Food Services)*

**POSITION(S) APPLYING FOR :** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NAME:** \_\_\_\_\_ SS#: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

**ADDRESS:** \_\_\_\_\_ Tel #: (\_\_\_\_) \_\_\_\_\_  
Number Street Home  
\_\_\_\_\_  
City/Town State Zip Code (\_\_\_\_) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Work/Message

**Please provide all of the information accurately and completely. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status, unless you desire to include it.**

**EMPLOYMENT INFORMATION: (most current)**

**I. Starting** \_\_\_\_\_ **Ending** \_\_\_\_\_ **Employer Name:** \_\_\_\_\_  
**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Position Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Hrs/Week:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Description of Duties and Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_

**II. Starting** \_\_\_\_\_ **Ending** \_\_\_\_\_ **Employer Name:** \_\_\_\_\_  
**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Position Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Hrs/Week:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Description of Duties and Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_

**III. Starting** \_\_\_\_\_ **Ending** \_\_\_\_\_ **Employer Name:** \_\_\_\_\_  
**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Position Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Hrs/Week:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Description of Duties and Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_

**For Secretarial/Clerical Positions:**

**Typing:** \_\_\_\_\_ (wpm) **Shorthand:** \_\_\_\_\_ (wpm)

**Computer Experience:** \_\_\_\_ (Y) \_\_\_\_ (N) **Explain:** \_\_\_\_\_

**For Cafeteria, Custodial, Maintenance, Food Service, Van Driver:** (Do you have skills in any of these areas?)

**Carpentry:** \_\_\_\_ **Electrical:** \_\_\_\_ **Groundskeeping:** \_\_\_\_ **HVAC:** \_\_\_\_ **Painting:** \_\_\_\_ **Plumbing:** \_\_\_\_ **Baking:** \_\_\_\_ **Other Skills:** \_\_\_\_\_

**Do you have a valid Drivers License?** \_\_\_\_ (Y) \_\_\_\_ (N) **If Yes/ Class:** \_\_\_\_\_ **7DLicense:** \_\_\_\_\_

**For Instructional/Paraprofessional Aide, Tutor Positions:**

**Are you certified to teach in Massachusetts?:** \_\_\_\_ (Y) **Certification #:** \_\_\_\_\_ **Field(s):** \_\_\_\_\_  
\_\_\_\_ (N) **Other State(s):** \_\_\_\_\_

**List any coaching or advisorship positions held:** \_\_\_\_\_  
(Please include year)

**List any professional, trade, business, or civic activities and offices held:** \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_  
Name City/State

Did you graduate? \_\_\_\_ (Y) \_\_\_\_ (N)

If no, do you have a GED Certificate: \_\_\_\_ (Y) \_\_\_\_ (N)

College Information:

College / University Name & Location	Course or Major	Did you Graduate?	Degree	Year

Other relevant training and / or education: \_\_\_\_\_

**REFERENCES:** (Give names of those people who have knowledge of your skills and/or character. Do not include relatives.)

*This listing of references will be considered permission to discuss your skills/ character.*

Name	Address	Telephone Number	Occupation
_____	_____	(____) _____	_____
_____	_____	(____) _____	_____
_____	_____	(____) _____	_____

Please submit two written letters of reference with this application (may not be those listed above).

**EXPLANATIONS AND/OR RELEVANT INFORMATION:** (USE ADDITIONAL PAPER IF NECESSARY)

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**DISCLOSURE OF INFORMATION:**

**All new employees are required to have a Criminal Offenses Records (CORI) background investigation completed, the results of which may effect the District's employment decisions.**

**I certify that all answers given herein are true and complete to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit your completed application, and/or resume, copies of any transcripts, two letters of reference.**

Personnel Office  
Marshfield Public Schools  
76 South River Street  
Marshfield, MA 02050  
1-781-834-5000, Ext. 102

*Marshfield Public School District is an Equal Opportunity/Affirmative Action employer.  
Marshfield Public School District does not discriminate on the basis of race, gender, color, religion, national origin, sexual orientation, disability, or age in programs, activities or employment.*