



PETER P. HOROSCHAK, Ed.D.
SUPERINTENDENT

APPLICATION INSTRUCTIONS IMPORTANT INFORMATION

34 WARWICK LAKE AVENUE
WARWICK, RHODE ISLAND 02889
TEL. (401) 734-3100
FAX (401) 734-3105
TTY 1-800-745-5558

www.warwickschools.org

Thank you for your interest in a career with Warwick Public Schools. To be considered for employment, the following materials must be returned to this office:

APPLICATION – Answer all questions, do not write “See Resume” or leave blank spaces RESUME

ONLY IF HIRED, (either as a Substitute or Permanent employee), will you be asked to submit the following:
NATIONAL & STATE CRIMINAL BACKGROUND CHECK –if required, an official request will be issued to you.

Pre-Employment Physicals...

Please note certain categories of applicants will be required to submit to a pre-employment physical paid for by the school department after a conditional offer of employment is made.

TEACHER ASSISTANT POSITIONS...

The Warwick Public Schools' educational requirement for a Teacher Assistant position is a high school diploma plus a minimum of two years college course work (60 credits) within general education, special education or elementary education. If you are applying for a Teacher Assistant position you must furnish the following **additional** information with your Employment Application.

- College Transcripts
- Three written letters of reference
- Resume

IMPORTANT INFORMATION...

Your application will remain active for one (1) calendar year from the application date. You will need to renew your application annually (one year from application date), by completing a new application and submitting an updated resume to be considered for future employment.

SUBSTITUTE POSITIONS...

If you are interested in substituting for the Warwick Public Schools, you must check “YES” to the appropriate question on the Application for Employment. Working as a substitute for the Warwick Public Schools will enable you to gain experience within our school system. Substitute positions are available in all areas, such as: custodial, clerical, bus monitor, lunch aide and teacher assistant.

GENERAL INFORMATION...

If you wish to apply for a posted vacancy you must apply separately and in writing for each position. You must note the posting number, your name, address and phone number on your letter indicating interest in a posting, which must be received in the Human Resources Office by 4:00pm (September-June), 3:30pm (July-August) on the deadline date noted on the posting. In addition you must have a current and completed application on file in the Human Resources Office.

1. Due to Union contractual regulations, non-teaching positions in the Warwick Public Schools must be posted for a period of five working days and qualified members of the bargaining unit must be given preference for appointment. If no one in the bargaining unit applies, then outside applicants will be considered. Please note that you must possess a high school diploma or GED to be considered for appointment by the Warwick School Committee.
2. Available positions are posted on the Warwick Public Schools website: www.warwickschools.org and on the bulletin board in all Schools and the Administration Building (34 Warwick Lake Avenue). If you are disabled and are unable to access the bulletin board please call the Human Resources Office for assistance.

Once again, thank you for your interest in Warwick Public Schools, we look forward to hearing from you soon.

NAME: _____ Social Security Number: _____

EDUCATION: A High School Diploma or GED Certificate is required.

	High School	College	Technical/Business/Other
Name of School:	_____	_____	_____
City, State	_____	_____	_____
Highest Grade Completed:	_____	_____	_____
# Years Attended:	_____	_____	_____
Did you graduate?	_____	_____	_____
Major:	_____	_____	_____

EMPLOYMENT HISTORY: List most recent first, then all previous employers. Use separate sheet if necessary.
We require a minimum of two references for an applicant to be considered for employment.

Employer: _____ Job Title: _____
Address: _____ Start Date: _____
City/State/Zip: _____ End Date: _____
Supervisor's name and title: _____ Reason for Leaving: _____
Job duties performed: _____
May we contact for a reference? () YES () NO Salary: _____

Employer: _____ Job Title: _____
Address: _____ Start Date: _____
City/State/Zip: _____ End Date: _____
Supervisor's name and title: _____ Reason for Leaving: _____
Job duties performed: _____
May we contact for a reference? () YES () NO Salary: _____

Employer: _____ Job Title: _____
Address: _____ Start Date: _____
City/State/Zip: _____ End Date: _____
Supervisor's name and title: _____ Reason for Leaving: _____
Job duties performed: _____
May we contact for a reference? () YES () NO Salary: _____

Employer: _____ Job Title: _____
Address: _____ Start Date: _____
City/State/Zip: _____ End Date: _____
Supervisor's name and title: _____ Reason for Leaving: _____
Job duties performed: _____
May we contact for a reference? () YES () NO Salary: _____

If Applicable: Do you take dictation? _____ How rapidly? _____ wpm Typing speed _____ wpm
Can you operate a switchboard? _____ # of incoming lines? _____ # of extensions? _____
What office equipment can you operate successfully? _____
List your computer experience: _____

NAME: _____ Social Security Number: _____

List two character references that are not related to you:

NAME	ADDRESS	CITY/STATE/ZIP	PHONE	POSITION
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NAME	ADDRESS	CITY/STATE/ZIP	PHONE	POSITION

I have read the attached Application Instructions with Important Information and I am aware of the details which outline the application process with Warwick Public Schools.

PLEASE READ: DISCLOSURE.....

It is understood and agreed that any false or misleading information given in my application or interview will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I give the employer the right to investigate all references, to secure additional information about me as necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment, and hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. A photocopy of this release should be deemed the equivalent of an original for all purposes, including, but not limited to the confirmation of whether or not I have a criminal record.

Signature of applicant: _____ Date: _____

REV:4/06



WARWICK PUBLIC SCHOOLS

ROBERT J. SHAPIRO
SUPERINTENDENT

ROSEMARY HEALEY, ESQ.
DIRECTOR OF COMPLIANCE & HUMAN RESOURCES

34 WARWICK LAKE AVENUE
WARWICK, RHODE ISLAND 02889
TEL (401) 734-3070
FAX (401) 732-3081
TTY 1-800-745-5555
WWW.WARWICKSCHOOLS.ORG

Addendum to Application

I understand that if I am considered for a position with the Warwick Public Schools which requires action by the School Committee, it may be necessary for the School Committee to review my resume and credentials. I further understand that the School Committee usually conducts that review in executive or private session. I also understand that I have the right to have that review conducted in open or public session.

In the event that I am being considered for employment I choose to have the review of my resume credentials conducted:

(please choose one of the following)

_____ Privately

_____ Publicly

signature

date

APPLICANT DATA RECORD

Applicants are considered for all positions and employees are treated during employment, and applicants are considered for all positions without regard to race, age, sex, sexual orientation, marital status, religion, color, national or ethnic origin, veteran status, medical condition or handicap, or any other legally protected status.

As an employer receiving federal funds, we comply with government regulations, including affirmative action responsibilities where they apply. Solely to help us comply with government record keeping, reporting and other legal requirements, we request that you please fill out this Applicant Data Record. We appreciate your cooperation in this matter.

This data is being requested and maintained in the Human Resources Department for periodic government reporting and will be kept in a confidential file. **YOUR COOPERATION IS VOLUNTARY.**

(PLEASE PRINT)

DATE: _____

POSITION(S) APPLIED FOR: _____

REFERRAL SOURCE: ADVERTISEMENT POSTING EMPLOYMENT AGENCY
 WALK-IN FRIEND RELATIVE OTHER _____

APPLICANT'S
LAST NAME: _____ FIRST NAME: _____ MI _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex, ethnicity, handicapped, veteran and other protected status of applicants. This data is for analysis and possible affirmative action only. **SUBMISSION OF THIS PORTION OF INFORMATION IS VOLUNTARY.**

1. CHECK ONE OF THE FOLLOWING:

- B WHITE MALE
- C BLACK MALE
- D HISPANIC MALE
- E ASIAN OR PACIFIC ISLANDER MALE
- F AMERICAN INDIAN OR NATIVE ALASKAN MALE
- G WHITE FEMALE
- H BLACK FEMALE
- I HISPANIC FEMALE
- J ASIAN OR PACIFIC ISLANDER FEMALE
- K AMERICAN INDIAN OR NATIVE ALASKAN FEMALE

2. CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

- H HANDICAPPED INDIVIDUAL
- V VIETNAM ERA VETERAN
- M MILITARY VETERAN

3. DATE OF BIRTH: _____ AGE: _____