

**ERVING SCHOOL UNION #28****PO Box 7****ERVING  
LEVERETT****Erving, MA 01344  
(413) 423-3337****NEW SALEM/WENDELL  
SHUTESBURY****APPLICATION FOR DIRECTOR OF FINANCE AND OPERATIONS****PERSONAL DATA**

Last Name	First Name	Middle Name ( )
Present Home Address (street, city, state and zip)		Telephone ( )
Present Business Address (street, city, state and zip)		Telephone ( )
E-mail Address		Cell Phone Number
Regarding current position:		
Number of employees district/school _____		District budget: _____
Number of employees you directly supervise: _____		Present Annual Salary: _____
Social Security Number: _____		Desired Annual Salary: _____

**PROFESSIONAL AND WORK EXPERIENCES****List by most recent experience**

FROM MO YR	TO MO YR	POSITION AND SUPERVISOR	CITY/TOWN	STATE	BRIEF JOB DESCRIPTION	ANNUAL SALARY

**EDUCATIONAL PREPARATION****List by most recent experience**

SCHOOL	LOCATION	MAJOR/MINOR	DEGREE	DATE

## CERTIFICATION INFORMATION

Type of certificate(s) held or pending \_\_\_\_\_

Granting State(s) \_\_\_\_\_ Date(s) Granted \_\_\_\_\_

Massachusetts Certificate Number(s) \_\_\_\_\_

## REFERENCES

Give five (5) references who can comment upon your candidacy for the position which you seek. Please list their names whether or not on file at a placement office.

NAME	POSITION	COMPLETE ADDRESS	AREA CODE	PHONE NUMBER (CURRENT)

## OTHER PROFESSIONAL AND WORK EXPERIENCES

List by most recent experience

FROM MO YR	TO MO YR	POSITION AND SUPERVISOR	CITY/TOWN	STATE	BRIEF JOB DESCRIPTION	ANNUAL SALARY

## MILITARY SERVICE

FROM MO YR	TO MO YR	BRANCH OF SERVICE	RANK	COMMENDATIONS	TYPE OF DISCHARGE

## LIST HOBBIES AND/OR SPECIAL INTERESTS AND/OR HONORS AND/OR PUBLICATIONS

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Have you ever been convicted of a felony? \_\_\_\_\_ If yes, provide full details:

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Will you come to the Erving School Union for an interview at your expense? \_\_\_\_\_

### APPLICATION PROCESS: The following material should be submitted:

1. A completed district application form
2. A cover letter
3. A current resume'
4. College/university transcripts (originals prior to interview)
5. Three current letters of reference
6. Massachusetts certification documentation

Materials should be mailed to:

Pamela Rogers  
Erving School Union #28  
PO Box 7  
Erving, MA 01344

### APPLICANT'S STATEMENT:

I certify that all information provided as a part of this application (including my resume') is true and complete to the best of my knowledge. I understand that at some point in the selection process, the law may require that the information contained in this application be made available to the public and that the facts set forth herein will be subject to verification. I also approve a Criminal Offenders Record Inventory (C.O.R.I.) and/or similar research to be initiated by Erving Union #28.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- ☐ Check here if you wish your candidacy to be held in confidence and not released publicly.  
(Note: Finalists will be announced and interviewed publicly)

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, national origin, age, sexual orientation, marital or veteran status, sex and/or handicap.

### INTERVIEW AND APPLICATION REVIEW SUMMARY

DATE	NAME
_____	_____
_____	_____