

# Cape Cod Tech

Cape Cod Regional Technical High School  
351 Pleasant Lake Avenue  
Harwich, MA 02645-1813

(508) 432-4500  
(508) 771-2600  
FAX (508) 432-7916

## APPLICATION FOR PROFESSIONAL EMPLOYMENT

(Please Print)

Position Desired \_\_\_\_\_

Area: (check one)      Administration      Guidance      Teaching      Other

Name \_\_\_\_\_  
Last      First      Middle

Permanent Address \_\_\_\_\_  
Number and Street      City      State      Zip Code      Phone Number

Mailing Address \_\_\_\_\_  
Number and Street      City      State      Zip Code      Phone Number

Earliest Date Available for Employment \_\_\_\_\_

Social Security Number \_\_\_\_\_ Salary Requirement \_\_\_\_\_

**CERTIFICATION:** *If certified in Massachusetts, enter the information found on your certification card.*

### 1. BUREAU of TEACHER CERTIFICATION

\_\_\_\_\_  
Certification Number      Month      Year

\_\_\_\_\_  
Code Number      (Fields of Certification)

\_\_\_\_\_  
Certifiable in Massachusetts?

### 2. DIVISION of OCCUPATIONAL EDUCATION

\_\_\_\_\_  
Certification Number      Month      Year

\_\_\_\_\_  
Code Number      (Fields of Certification)

\_\_\_\_\_  
Certified in Another State?      If yes, which state

Teaching Experience (full time paid service; do NOT include student teaching)

Years in private school \_\_\_\_\_ Years in public school \_\_\_\_\_ Years in vocational/technical school \_\_\_\_\_

Years in counseling \_\_\_\_\_

TOTAL YEARS TEACHING

TOTAL YEARS COUNSELING

Yes       No      Would you accept part-time employment if full-time were not available?

Yes       No      Would you be interested in daily substituting?

Yes       No      Are you currently on "Lay-Off" status and subject to recall?

Cape Cod Regional Technical High School does not discriminate on the basis of sex, race, religion, color, and/or national origin in its educational programs, activities, or employment policies and hereby affirms that it is in compliance with Chapter 622 of the Acts of 1971 and Title IX of the 1972 Educational Amendments.

BARNSTABLE • BREWSTER • CHATHAM • DENNIS • EASTHAM • HARWICH  
MASHPEE • ORLEANS • PROVINCETOWN • TRURO • WELLFLEET • YARMOUTH

**EDUCATION:**

High School	Major/Minor	Total # Credits	Degree Earned	Dates
Community/Junior College	Major/Minor	Total # Credits	Degree Earned	Dates
Undergraduate College	Major/Minor	Total # Credits	Degree Earned	Dates
Graduate College	Major/Minor	Total # Credits	Degree Earned	Dates
Post Graduate College	Major/Minor	Total # Credits	Degree Earned	Dates

Certificate(s) or Licenses: \_\_\_\_\_

**TEACHING EXPERIENCE: (NOT Student Teaching)**

From		To		Total Years Taught	School	Grade Subject	Town/City	State
Mo.	Yr.	Mo.	Yr.					

**OTHER EXPERIENCE WITH CHILDREN:**

From		To		Nature of Experience	Number of Months
Mo.	Yr.	Mo.	Yr.		

**OTHER PROFESSIONAL OR WORK EXPERIENCE:**

Use separate sheet of paper if necessary.

From		To		Nature of Experience	Number of Months
Mo.	Yr.	Mo.	Yr.		

Will you come to Cape Cod Tech for an interview at your own expense? \_\_\_\_\_

Honors Received \_\_\_\_\_

Membership In Professional Organizations \_\_\_\_\_

Special Skills, Talents, or Abilities \_\_\_\_\_

Language(s) other than English in which you are proficient, including Sign Language or Braille \_\_\_\_\_

Hobbies \_\_\_\_\_

Travel \_\_\_\_\_

**PLEASE CHECK APPROPRIATE SHOP, ACADEMIC, AND/OR COACHING AREAS BELOW:**

Certified/Certifiable Years of Experience	Certified/Certifiable Years of Experience	Certified/Certifiable Years of Experience
<input type="checkbox"/> Auto Collision Tech. <input type="checkbox"/> Auto Technology <input type="checkbox"/> Business Technology <input type="checkbox"/> CAD <input type="checkbox"/> Carpentry <input type="checkbox"/> Computer Technology <input type="checkbox"/> Cosmetology <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Dental Assistant <input type="checkbox"/> Early Childhood Ed. <input type="checkbox"/> Electrical <input type="checkbox"/> Electronics <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Health Technologies <input type="checkbox"/> Horticulture <input type="checkbox"/> Hospitality <input type="checkbox"/> HVAC <input type="checkbox"/> Marine Mechanics <input type="checkbox"/> Masonry <input type="checkbox"/> Painting & Decorating <input type="checkbox"/> Plumbing	<input type="checkbox"/> Special Needs <input type="checkbox"/> (List Areas) _____ _____ <input type="checkbox"/> Guidance _____ _____ <input type="checkbox"/> Others _____ _____ _____ _____	<input type="checkbox"/> Computer Literacy _____ _____ <input type="checkbox"/> English _____ _____ <input type="checkbox"/> Health _____ _____ <input type="checkbox"/> Mathematics _____ _____ <input type="checkbox"/> Physical Education _____ _____ <input type="checkbox"/> Science _____ _____ <input type="checkbox"/> Social Studies _____ _____
<b>ATHLETIC COACHING</b>		
Check if Qualified to Coach Years of Experience	Check if Qualified to Coach Years of Experience	_____ Soccer _____ Softball _____ Swimming _____ Tennis _____ Track _____ Volleyball _____ Wrestling _____ Other
<input type="checkbox"/> Basketball <input type="checkbox"/> Baseball <input type="checkbox"/> Cheerleading <input type="checkbox"/> Cross Country <input type="checkbox"/> Football <input type="checkbox"/> Golf <input type="checkbox"/> Gymnastics <input type="checkbox"/> Ice Hockey <input type="checkbox"/> Lacrosse		

**EMPLOYMENT HISTORY:**

In order for Cape Cod Tech to accurately assess your skills and knowledge, please answer each section below, being specific with dates and number of people supervised, if applicable. List the last four positions which you have held in reverse chronological order, and attach additional sheets if necessary in order to provide pertinent information which may enhance your candidacy.

Position/Title	Name / Address of Employer	
Name of Supervisor	Telephone Number	Dates of Employment (Mo./Yr. to Mo./Yr.)
Position/Title	Name / Address of Employer	
Name of Supervisor	Telephone Number	Dates of Employment (Mo./Yr. to Mo./Yr.)

Please describe your duties and responsibilities:



Insert #1

If you are offered and accept a position with Cape Cod Tech, prior to commencing employment, you will be requested to provide the following:

1. The Immigration and Control Act of 1986 requires that all employees hired since November 6, 1986, must present documents establishing **both** their **Identity** and **Eligibility** to work. The documentation to be presented is one of the following:

- A valid U.S. Passport
- Certificate of U.S. Citizenship
- Certificate of U.S. Naturalization
- A Resident Alien Registration Card  
(acceptable only if it contains a photograph and authorizes employment)

If you cannot produce the above single documents, the following two documents are required:

- Social Security Card **or** U.S. Birth Certificate, **and** a proof of Identity by photo Identification such as a drivers license. **Copies** of these documents are not acceptable. **Originals must be produced.**

2. If you claim to have an Associates, Bachelor's, Master's or higher degree, you must submit an **Official Transcript** of the most senior level degree you have earned.

If you claim to have accrued credits towards a degree, you must submit an **Official Transcript** of the credits earned to date.

Insert #2

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL  
Affirmative Action Statement

*CONFIDENTIAL*

Applicant's Name: \_\_\_\_\_

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

Telephone Number (            ) \_\_\_\_\_

Nondiscrimination and equal employment opportunities are the policy of Cape Cod Regional Technical High School (Cape Cod Tech) in all decisions, programs, and activities, and to that end affirmative action is taken to ensure equality of opportunity. Such affirmative action entails positive and aggressive measures necessary to guarantee equal employment opportunity.

Under Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and according to the Office for Civil Rights under the Vocational Education Guidelines dated March 1980, and the Federal Executive Order 11246 as amended by 11375, Cape Cod Tech has established an affirmative action program designed to positively and aggressively ensure equal employment opportunity. Those applicants for employment consideration pursuant to affirmative action procedures as established above.

If you wish to be considered under these procedures, please check the appropriate box(es) below and include this completed form with your application. Providing this information is voluntary and will be kept confidential. Failure to provide this information will not jeopardize or adversely affect your application in any way.

\_\_\_\_\_ Female    \_\_\_\_\_ Male

\_\_\_\_\_ White    \_\_\_\_\_ Black    \_\_\_\_\_ Hispanic Asian or Pacific Islander

\_\_\_\_\_ Native American Indian

\_\_\_\_\_ Vietnam Era Veteran (90 days of active duty service between August 5, 1964 and May 7, 1975)

\_\_\_\_\_ Handicapped

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