

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 1
 Castle Hill - Chapman - Mapleton - Presque Isle - Westfield
 207-764-4101**

APPLICATION FOR NON-TEACHING POSITION

MSAD #1 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position applying for: _____
 (Bus Driver, Custodian, Secretary, Educational Technician, Cafeteria Worker, etc.)

Name _____
 _____ (Position Location)

When will you be available? _____

Permanent Address _____ Phone _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid driver's license? _____ State: _____ Endorsement: _____

To be completed by clerical applicants: Typing: _____ Yes _____ No _____ WPM _____
 Shorthand: _____ Yes _____ No _____ WPM _____

What office machines are you familiar with? _____

What other special skills do you have or licenses do you hold that may be relevant to this position? _____

EXPERIENCE: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

Dates (from/to)	Position	Duties	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BACKGROUND:

Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes ___
 No ___

Have you ever resigned from a prior position after a complaint has been received against you or your conduct was under investigation or review? Yes ___ No ___

Has your contract in a prior position ever been non-renewed? Yes ___ No ___

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes ___
 No ___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes ___
 No ___

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes___
No___

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes___ No___

Has any court deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes___ No___

For **BUS DRIVER** applicants only: Have you ever been charged with a traffic offense or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? Yes___ No___

If you have answered **YES** to any one of the previous questions, provide full details **on a separate sheet of paper** including, with respect to court actions, the date, offense in question, and the address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone</u>

SIGNATURE:

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that MSAD #1 contacts in connection with my employment application to fully provide MSAD #1 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against MSAD #1, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to the disclosure.

Signature Date

FOR OFFICE USE ONLY:

APPLICATION FOR NON-TEACHING POSITION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- ___ Application form fully completed
- ___ Gaps in employment during the past ten years explained
- ___ YES to any of the questions in the Background section explained
- ___ Application signed
- ___ Copies of transcript(s) for Education Technician - **60 credit hours required**

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD #1. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

Please return the completed form promptly to: Superintendent of Schools
MSAD #1, P.O. Box 1118
Presque Isle, ME 04769