

MAINE SCHOOL ADMINISTRATIVE DISTRICT #11

150 Highland Avenue - Gardiner, ME 04345

207. 582.5346 (TEL) - 207. 582.8305 (FAX)

www.msad11.org

APPLICATION FOR A NON TEACHING POSITION

MSAD#11 does not discriminate in the operation of its educational employment policies and will honor all appropriate laws relative to discrimination

NAME: _____

DATE: _____

ADDRESS: _____

CITY: _____ ST _____ ZIP _____

TELEPHONE _____

Position applying for, including location (Bus Driver, Custodian, Cafeteria, Secretarial, Ed Tech I, Ed Tech II.

When will you be available? _____

To be completed by ALL applicants:

The State of Maine Department of Education requires all employees of school systems to obtain a Criminal History Record Check (CHRC) approval from the Department of Education. A copy of your current CHRC approval must be attached to this application. Candidates who do not hold Maine CHRC approval should direct an inquiry to the Maine Department of Education Division of Certification and Placement, 23 State House Station, Augusta, ME 04333-0023. Telephone 624-6603.

Serious consideration for employment will only be given to those applicants who hold current CHRC approval.

EMPLOYMENT HISTORY: Please list all previous experience, starting with the most recent job held

Employer – Name/Address/Telephone No.	From (mo./yr.)	To (mo./yr.)
Position and Duties:		
Reason for leaving: (Please attach a separate sheet of paper if needed)		

Employer – Name/Address/Telephone No.	From (mo./yr.)	To (mo./yr.)
Position and Duties:		
Reason for leaving: (Please attach a separate sheet of paper if needed)		

EMPLOYMENT HISTORY CONTINUED

Employer – Name/Address/Telephone No.	From (mo./yr.)	To (mo./yr.)
Position and Duties:		
Reason for leaving: (Please attach a separate sheet of paper if needed)		

Employer – Name/Address/Telephone No.	From (mo./yr.)	To (mo./yr.)
Position and Duties:		
Reason for leaving: (Please attach a separate sheet of paper if needed)		

List any schools or colleges you have attended, beginning with high school. (Unless you are attaching a resume with the complete information.)

<u>NAME OF SCHOOL</u>	<u>ADDRESS</u>	<u>DATES ATTENDED</u>	<u>DIPLOMA/DEGREE EARNED</u>

(Please provide documentation/transcripts/copy of certification if applying for Ed Tech II)

To be completed by clerical and Ed Tech applicants:

Computer experience: Yes ____ No ____ What specific computer Software Programs do you have working experience with?

To be completed by ALL applicants:

What other special skills do you have or license do you hold that may be relevant to the position you are applying for? _____

Are you able to perform the tasks of the job for which you are applying without accommodations? Yes ____ No _____. If an accommodation would be required to enable you to perform the job tasks, please describe that accommodation and how it would enable you to perform the job tasks. _____

REFERENCES: Please provide three personal non-related references.

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

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 had 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 minor traffic offenses)? 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 certification in any state? Yes ____ No ____

Has any court ever deferred, filed or dismissed proceedings without a finding of guilt 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, please explain, in detail, including the date of the court action, the offense in question, and the address of the court involved: _____

NOTE: Conviction of a crime is not an automatic bar to employment by M.S.A.D. #11.

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 the M.S.A.D. #11 contacts in connection with my employment application to fully provide the M.S.A.D. #11 any information on the matters set forth above. I expressly waive in connection with any request for a 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 the M.S.A.D. #11, it's 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 interview committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

(Signature)

(Date)

APPLICATION FOR NON-TEACHING PERSONNEL CHECK LIST: 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
- _____ CHRC (Copy of) Certification attached

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD #11. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN ANY APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUND TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.