

APPLICATION FOR NON-TEACHING PERSONNEL

Maranacook Area School District

RSU No. 38

“A Caring School community Dedicated to Excellence”

2250 Millard Harrison Dr., Readfield, ME 04355

THE MARANACOOK AREA SCHOOL DISTRICT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Candidate’s Name: _____ Date: _____

Address: _____

E-Mail Address: _____

Telephone #: _____ Position applying for: _____

EDUCATIONAL BACKGROUND:

High School: _____ Year of Graduation: _____

College/University: _____ Year of Graduation: _____

Graduate Work: _____ Year of Graduation: _____

Educational Experience:

WORK EXPERIENCE: Please list below all positions held, employer and dates of employment. All school units/educational institutions you have worked in must be listed. In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately. A résumé must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved.

Present Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

(List former employers in order from most recent to least recent)

Previous Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Previous Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Previous Employer _____

Address _____

Supervisor _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Please explain any gaps in employment history: _____

To be completed by clerical and aide applicants: Word Processing:

Yes ___ No ___

What office machines and computer software packages are you familiar?

REFERENCES: Please provide three references who are not related to you who are familiar with your work.

Name:

Address:

Telephone:

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 ___ N/A ___

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?

Yes ___ No ___ N/A ___

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 ever 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 connections with any crime (other than a minor traffic offense)?

Yes___ No___

If you have answered YES to any of the previous questions, provide full details below, including, with respect to court actions, the date, offense in question, and the address of the court involved. Use additional sheets if necessary.

Note: Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

Is any member of your immediate family an employee or school board member within RSU 38? Members of your immediate family shall include: parent, step-parent, child, step-child, spouse, sibling, aunt, uncle, nephew, niece, grandparent, grandchild, in-law, fiancé, significant other, and any other relative who lives in the same household.

Yes___ No___

If yes, what is the name of that individual(s): _____

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, and release of investigatory information possessed by any state, local or federal agency, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I further authorize those persons, agencies or entities that RSU 38 contacts in connection with my employment application to fully provide RSU No. 38 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 RSU No. 38 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 this disclosure.

I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR SURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FILLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

Signature/Date

Note: All application materials become the property of RSU No. 38. None will be returned. Applications will be retained for a period of 18 months from the date of receipt. Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine statute.