



**City of
AUGUSTA
Maine
Department of Public Schools**

**EMPLOYMENT APPLICATION
NON-TEACHING POSTION**

THE AUGUSTA SCHOOL BOARD OF EDUCATION DOES
NOT DISCRIMINATE IN THE OPERATIONS OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL
APPROPRIATE LAWS RELATIVE TO DEISCRIMINTATON.

Date _____ For the position of _____

Name: _____
First Middle Last

Address: _____

City: _____ State _____ Zip _____ Telephone _____

E-Mail Address: _____

EDUCATION: Official transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

EDUCATIONAL BACKGROUND			
NAME OF SCHOOL & LOCATION	YEARS ATTENDED	GRADE COMPLETED	YEAR OF GRADUATION
High School			
Trade School			
College			
Other			

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.

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 _____ Street _____

Supervisor _____ City _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Previous Employer _____ Street _____

Supervisor _____ City _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Previous Employer _____ Street _____

Supervisor _____ City _____

Telephone Number _____

Dates Employed From _____ To _____

Describe in detail duties performed: _____

Reason for leaving position _____

Please explain any gaps in employment history: _____

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 while your conduct was under investigation or review? Yes ____ No ____

If applicable, has your contract in a prior position ever been non-renewed Yes ____ No ____

If applicable, 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 ____

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 ____

If you have answered YES to any of the previous questions, provide full details on an additional sheet.

REFERENCES: List three, two of whom are your most recent supervisors, who can comment on your ability and whom we may contact. **In addition, please provide three signed letters of reference from persons who are not related to you (may be from references listed below).**

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My signature below constitutes authorization to check my employment history, reference 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 the Augusta School Department contacts in connection with my employment application to fully provide the Augusta School Department 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 the Augusta School Department its agents and officials or against any provider of such information.

I understand that information submitted 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 further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

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

Date

Signature

APPLICATION CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Application signed
- _____ Copies of Transcript(s), *if applicable*
- _____ Copies of Maine Certification(s)/Authorization(s), *if applicable*
- _____ Resume, *if applicable*
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Three (3) signed letters of recommendation

NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF THE AUGUSTA SCHOOL DEPARTMENT. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATUTE.

The Augusta School Department is an Equal Opportunity/Affirmative Action Employer.