

PLEASE PRINT OR TYPE

APPLICATION FOR NON-TEACHING/SUPPORT STAFF/COACH POSITION

Position(s) applying for: _____ Date: _____
Name _____ Social Security No. _____
E-mail: _____
Address _____ Phone: _____
Temporary Address: _____ Phone: _____
When will you be available? _____

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

<u>College/University</u>	<u>Location</u>	<u>Degree Awarded (if any)</u>	<u>No. of Yrs. Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION: List certification(s) you hold and provide copies of certification.

<u>Type</u>	<u>State</u>	<u>Date issued</u>	<u>Date of Expiration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer Name, Address, & Telephone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To be completed by clerical applicants:

1. Word processing skills: _____ Basic Entry Level, _____ Advanced, _____ Expert
2. What other experiences, special skills do you have or licenses do you hold that may be relevant to this position?

BACKGROUND:

1. Have you complied with the State Criminal Records Check (finger printing) and provided (attached) proof?
Yes _____ No _____
2. Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes _____ No _____
3. 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 _____
4. Has your contract in a prior position ever been non-renewed? Yes _____ No _____
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes _____ No _____
6. Have you ever been convicted of a crime (other than a minor traffic offense)? Yes _____ No _____
7. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor Traffic offense)?
Yes _____ No _____

8. Have you ever had a professional license or certificates 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 _____
9. 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 connection 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. 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. In addition, please provide three 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, 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 Maine School Union #90 contacts in connection with my employment application to fully provide the Maine School Union 90 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 Maine School Union 90 its agents and officials or against any provider of such information.

In 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.

Signature/Date

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

- _____ Application fully completed
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions n the Background section explained
- _____ Three letters of reference
- _____ Application signed.

Note: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE MAINE SCHOOL UNION 90. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHASS BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATURE. THE MAINE SCHOOL UNION 90 DOES NOT DISCRIMINATE I THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.