

Maine School Administrative District #35
180 Depot Road
Eliot ME 03903
TEL (207) 439-2438
FAX (207) 439-2531

Application For Non-Teaching Personnel

M.S.A.D. #35 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: _____
Name _____ Secretary, Cafeteria Worker, Custodian, Bus Driver

Permanent Address _____

Phone _____ Cell Phone _____

Email _____

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

<i>High School/College/University Attended</i>	<i>Degree Awarded</i>	<i>No. of Yrs. Attended</i>	<i>Grade Point Avg.</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

To be completed by clerical applicants: Typing: ___Yes ___No ___WPM

What office machines are you familiar with? _____

Bus Driver applicants: Do you hold a valid Maine Driver's License and a Commercial Driver's License with a Bus Driver's Endorsement? _____

Limitations? Yes No

List any traffic tickets, citations, or convictions you have received in the last ten years?

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

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

<i>Type</i>	<i>State</i>	<i>Date Issued</i>	<i>Date of Expiration</i>

If you do not hold a Maine certificate, for what type of Maine certificate are you applying and eligible?

EXPERIENCE: A resume must be provided. In addition to educational background and work experience, include extracurricular activities in which you have been involved. Please list below positions held, employer and dates of employment for the past ten years. Please account for any gaps in employment on a separate page.

<i>From (month/year)</i>	<i>To (month/year)</i>	<i>Position</i>	<i>Employer</i>

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? Yes___ No___
- Has your contract in a prior position ever been non-renewed? Yes___ No___
- Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved? 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 a plea of "no contest" (nolo contendere)

to any crime (other than a minor traffic offense)?

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

Yes ___ No ___

If you have answered yes to any one of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. 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).

Name/Position

Address

Phone

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 M.S.A.D. #35 contacts in connection with my employment application to fully provide M.S.A.D. #35 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 M.S.A.D. #35, 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.

Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #35. None will be returned. Applications will be retained for a period of 24 months from date of receipt. Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, immediately DISMISS THE APPLICANT/EMPLOYEE.