

REGIONAL SCHOOL UNIT 19
PO Box 40 (182 Moosehead Trail)
Newport, ME 04953
Telephone: (207) 368-5091 Fax: (207) 368-2192

APPLICATION FOR NON-TEACHING POSITION

RSU 19 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date: _____	Position(s) applying for, including Location: (Bus Driver, Secretary, Ed Tech, Kitchen Worker, etc.)
Name: _____	Position: _____
Mailing Address: _____	Location: _____
City _____ State _____ Zip Code _____	Soc. Sec. #: _____
E-Mail Address: _____	Telephone: _____
	Cell Phone: _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

<u>School Attended</u>	<u>Address</u>	<u>No. of Years Attended</u>	<u>Graduated/Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid drivers license? State: _____ Endorsement: _____

What computer programs are you familiar with? _____

What office machines are you familiar with? _____

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

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

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Duties</u>	<u>Employer</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 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 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 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 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. **NOTE:** 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.

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

CHRC: Have you been fingerprinted and have Maine Department of Educational Criminal History Records Check Approval?

___ Yes {Please attach copy of CHRC certificate}
 ___ No {If NO this needs to be completed within 20 days before we can hire you}

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 RSU 19 contacts in connection with my employment application to fully provide RSU 19 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 19, 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.

Providing any false or misleading information on this application or in the application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

Signature

Date

APPLICATION FOR NON-TEACHING POSITION 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
- CHRC Certificate attached
- Application signed

NOTES:

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU 19 AND WILL BE RETAINED FOR A PERIOD OF 18 MONTHS FROM DATE OF RECEIPT. NONE WILL BE RETURNED.

EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.