

RSU #82/MSAD #12
606 MAIN STREET JACKMAN, ME 04945
(207) 668-7749 FAX (207) 668-4482
APPLICATION FOR NON-TEACHING POSITION

RSU #82/MSAD #12 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: _____

Permanent Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

When will you be available? _____

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

School Attended	Address	Dates Attended	Degree or Diploma Awarded

SPECIAL SKILLS

Do you hold a valid driver's license? YES NO (please circle) State: _____

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 a separate sheet.

From Month	To Month	Position	Employer Name and Address	Supervisor Name

BACKGROUND:

Question (please check the appropriate answer at right)	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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?		
Has any court ever deferred, filed or dismissed proceeding 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)?		

If you have answered YES to any of the previous questions, provide full details below, including with respect to court actions, the date, the 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 persons, two of whom are your 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 arrests 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 #82/MSAD #12 contacts in connection with my employment application to fully provide RSU #82/MSAD #12 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 #82/MSAD #12, 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 and Date

APPLICATION FOR NON-TEACHING POSITION CHECK LIST:

This application cannot be evaluated unless all of the following items have been provided:

- _____ Application form fully completed
- _____ Gaps in employment during the past ten years explained

YES answers to any of the questions in the Background section are explained
NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #12. NONE WILL BE RETURNED. PROVIDING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN HIRED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

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