



MAINE SCHOOL UNION #69  
 431 Camden Rd., Suite. 2  
 Hope, Maine 04847  
 (207) 763-3818

**APPLICATION FOR SUPPORT STAFF PERSONNEL**

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 MAINE SCHOOL UNION #69 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS  
 EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS  
 RELATIVE TO DISCRIMINATION.  
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Date \_\_\_\_\_

Position Applying for:

\_\_\_\_\_  
 (Educational Technician, Secretary, Custodian, Cafeteria Worker, etc.)

Name \_\_\_\_\_

\_\_\_\_\_  
 (Position location)

Fingerprinted by the ME Department of Education? Yes\_\_\_ No\_\_\_

When will you be available? \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

School Attended	Address	Graduation Date	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL SKILLS:**

Do you hold a valid driver's license? State:\_\_\_\_\_ Endorsement:

To be completed by clerical applicants:

Typing: Yes ( ) No ( ) WPM\_\_\_\_\_  
 Shorthand: Yes ( ) No ( ) WPM\_\_\_\_\_

With what office machines are you familiar:

\_\_\_\_\_  
 \_\_\_\_\_

What other special skills do you have or licenses/authorizations do you hold that may be relevant to this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE:** Please list all previous experience, starting with the most recent job held. Please account for any gaps in employment during the past ten years. Use a separate sheet if necessary)

From mo/yr.	To mo/yr.	Position	Duties	Employer
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____

**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 re-employment in a prior position or ever had your nomination for re-employment 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 charged with, pleaded guilty or "no contest" (nolo contendere), to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? Yes\_\_\_No\_\_\_

Have you

- a. ever been convicted of a crime, other than a minor traffic offense; or Yes\_\_\_No\_\_\_
- b. ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or Yes\_\_\_No\_\_\_
- c. has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for 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 or certificate in any state? Yes\_\_\_No\_\_\_

If you have answered YES to any one of the previous questions, please provide full details on an additional sheet including, with respect to court actions, the date, offence in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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

<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 Maine School Union #69 contacts in connection with my employment application to fully provide Maine School Union #69 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 with limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Maine School Union #69, 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 committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

\_\_\_\_\_  
Signature/Date

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APPLICATION FOR SUPPORT STAFF PERSONNEL 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
  - Application signed
  - Fingerprint approval, if available
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**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE SCHOOL UNION #69. NONE WILL BE RETURNED. 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.**

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