

APPLICATION FOR NON-TEACHING POSITION

R.S.U. No. 67, PO Box 250, Lincoln, ME 04457
 phone: 207-794-6500; email: super@rsu67.org

RSU 67 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: _____ (such as secretary or educational technician) |
|-------|--|

| | |
|------------------------------------|--|
| Name: | |
| Social Security No. ____-____-____ | |

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|-----------------------------|--------------------|
| When will you be available? | Position Location: |
|-----------------------------|--------------------|

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|--------------------|--------|
| Permanent Address: | Phone: |
|--------------------|--------|

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|--------------------|--------|
| Temporary Address: | Phone: |
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EDUCATION: Starting with high school, list any schools or colleges you may have attended.

| School Attended | Address | No. of Years Attended | Graduated/Degree |
|-----------------|---------|-----------------------|------------------|
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SPECIAL SKILLS:

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

To be completed by clerical applicants: Typing: _____ Yes _____ No WPM _____

Please list the office machines and computer software with which you are familiar.

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 another page, if necessary. Please account for any gaps in employment during the past ten years.

May we contact your current employer? ___ Yes ___ No

| From | To | Position | Duties | Employer |
|------|----|----------|--------|----------|
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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 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___

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. 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.

| Name | Position | Address | Phone |
|------|----------|---------|-------|
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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 R.S.U. No. 67 contacts in connection with my employment application to fully provide R.S.U. No. 67 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 R.S.U. No. 67, 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 Date

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

- Application form fully completed
- Resume
- Gaps in employment during the past ten years explained
- Fingerprinted per 20-A MRSA § 6103 (D)
- YES to any of the questions in the Background section explained
- Application signed

Note: All application materials become the property of R.S.U. No. 67. 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.