

**Employment Application for Support Staff Position
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 16**

7 Reed Street
Hallowell, Maine 04347

[Revised 12/22/04]

MAINE SCHOOL ADMINISTRATIVE DISTRICT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND
EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ **Date:** _____

Permanent address: _____

Telephone number: _____

Email address: _____

Position applying for: _____

Position location: _____

When will you be available? _____

EDUCATION: Starting with high school, list all schools or colleges you have attended. Copies of high school/college/
university transcripts, including grades, must accompany application.

School(s) Attended	Address	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

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

To be completd by clerical applicants: Typing: _____ Yes _____ No WPC _____

EMPLOYMENT EXPERIENCE: Please list all previous employment starting wiht the most recent position held.
Please attach a copy of your resume. Please account for any gaps in employment on a separate page.

Dates (from/to)	Employer	Address	Telephone No.	Position	Supervisor
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

Certification Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES: List three references, two of whom are most recent supervisors, who can comment on your ability and
whom we may contact.

Name	Position/Relationship	Address	Telephone No.
_____	_____	_____	h-_____w-_____
_____	_____	_____	h-_____w-_____
_____	_____	_____	_____

OTHER: What other special skills or licenses do you hold that may be relevant to the position for which you are applying?

RETIREMENT: are you a member of the Maine State Retirement System [MSRS]? Yes or No

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 not been nominated for re-employment in a prior position or ever had you 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

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

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. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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FALSE STATEMENTS: Any falsification of information or misleading information on this application shall be fully sufficient grounds to refuse to employ or having been employed shall be immediate cause for dismissal/discharge.

CONSENT AND WAIVER: 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 Administrative District No. 16 contacts in connection with my employment application to fully provide Maine School Administrative District No. 16 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 Maine School Administrative District No. 16, 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 (required)

CHECKLIST:

- Application form is fully completed
- Transcripts/certifications are attached
- Resume is attached
- Gaps in employment explained
- YES to any of the questions in the BACKGROUND section fully explained
- Application is signed and dated

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #16 AND WILL BE RETAINED FOR A 3 YEAR PERIOD. 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.