

Employment Application for Support Staff Position

REGIONAL SCHOOL UNIT NO. 2

7 Reed Street

Hallowell, Maine 04347

[Created 3/1/09]

REGIONAL SCHOOL UNIT NO. 2 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ **Date:** _____

Telephone number(s): _____ **Email address:** _____

Permanent 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 completed by clerical applicants: **Typing:** Yes No **WPM** _____

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

Dates	Employer	Address	Telephone No.	Position	Supervisor
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____

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

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- _____
_____	_____	_____	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 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.

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 Regional School Unit No. 2 contacts in connection with my employment application to fully provide Regional School Unit No. 2 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 Regional School Unit No. 2, 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

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 RSU #2 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.