

Mt. Blue Regional School District

129 Seamon Road, Suite 2

Farmington, ME 04938

(207) 778-6571

APPLICATION FOR NON-TEACHING POSITION

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

Name: _____

Date: _____

Mailing Address: _____

Cell Phone: _____

City _____ ST _____ Zip _____

Home Phone: _____

E-mail Address: _____

Position applying for and location (Educational Technician, Food Service Worker, Secretary):

Date available to begin employment: _____

Do you have your CHRC Approval (Criminal History Records Check) from the Maine Department of Education?

Yes _____ No _____ If you checked **Yes**, you must provide a copy with this application. If you checked **No**, EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS RECEIVED CHRC APPROVAL FROM THE MAINE DEPARTMENT OF EDUCATION. If applying for an educational technician position appropriate Maine Department of Education authorization must be provided with application. **NOTE:** Candidates who do not hold Maine certification should direct an inquiry to the Maine Department of Education, 23 State House Station, Augusta, Maine 04333-0023, PH. 207-624-6603, or website – www.maine.gov/doe/cert

Please list all previous work experience starting with the most recent job held. Please account for any gaps in employment.

<u>Employer</u>	<u>Position & Duties</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Starting with high school list any schools or colleges you have attended. A copy of college/university transcript(s) must be provided if listed as a school attended.

<u>Name of School</u>	<u>Address</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Graduated (yes/no)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

To be completed by clerical and educational technician applicants:

Word Processing: Yes _____ No _____ WPM _____ Computer software knowledge: Yes _____ No _____

Specify: _____

What office machines are you familiar with? _____

REFERENCES: List three, two being the most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three **signed** letters of reference, written within the past three years, from persons who are not related to you (may be from references listed below).

<u>Name</u>	<u>Position</u>	<u>Address (mail or e-mail)</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____

Are you able to perform the tasks of the job for which you are applying, with or without accommodations? Yes ___ No ___
If an accommodation would be required to enable you to perform the job tasks, please describe that accommodation and how it would enable you to perform the job tasks.

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 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 guilt 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 one of the previous questions, please provide full details, including, with respect to court actions, the date of the court action, the offense in question, and the address of the court involved:

NOTE: Conviction or other disposition of a crime is not an automatic bar to employment by Mt. Blue RSD.

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 the Mt. Blue RSD contacts in connection with my employment application to fully provide the Mt. Blue RSD 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 the Mt. Blue RSD, 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)

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE MAINE STATE MT BLUE RSD. 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.

FOR OFFICE USE ONLY

___ Application form completed ___ Copies of Transcripts ___ Copy(s) of Maine Certification ___ Resume
___ Letters of Reference (3) ___ State Fingerprinting

revised 10/18