

MAINE SCHOOL ADMINISTRATIVE DISTRICT #12  
P.O. BOX 239 – 606 MAIN STREET  
JACKMAN, ME 04945  
(207) 668-7749 FAX (207) 668-4482

**APPLICATION FOR NON-TEACHING POSITION**

**M.S.A.D. #12 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.**

Date \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name \_\_\_\_\_

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

Phone \_\_\_\_\_

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

**EDUCATION** Starting with high school, list any colleges, other schools you may have attended.

School Attended	Address	Dates Attended	Degree or Diploma Awarded

**SPECIAL SKILLS**

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

To be completed by clerical applicants: Keyboarding words per minute \_\_\_\_\_

What computer software programs are you familiar with?

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What other special skills do you have or licenses do you hold that may be relevant to this position?

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**EXPERIENCE** Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. *Please account for any gaps in employment during the past ten years on a separate sheet.*

From Month	To Month	Position	Employer Name and Address	Supervisor Name

**BACKGROUND**

Question (please check the appropriate answer at right)	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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?		
Has any court ever deferred, filed or dismissed proceeding 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)?		
For BUS DRIVER applicants only: Have you ever been charged with a traffic offense or pleaded guilty or "no contest" (nolo contendere) to a traffic offense?		

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. Use additional sheets if necessary. 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. In addition, please provide three letters of reference from persons who are not related to you (may be from references listed below).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
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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 M.S.A.D. #12 contacts in connection with my employment application to fully provide M.S.A.D. #12 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 M.S.A.D. #12, 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 and Date

#### **APPLICATION FOR NON-TEACHING POSITION CHECK LIST**

This application cannot be evaluated unless all of the following items have been provided:

- \_\_\_\_\_ Application form fully completed
- \_\_\_\_\_ Gaps in employment during the past ten years explained
- \_\_\_\_\_ YES answers to any of the questions in the Background section are explained
- \_\_\_\_\_ Application has been signed

**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #12. NONE WILL BE RETURNED. PROVIDING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN HIRED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.**

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