

## Support Staff Employment Application

MAINE SCHOOLS DO NOT DISCRIMINATE IN THE OPERATION OF THEIR EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

<b>Date:</b> _____  _____		<b>Applying for the position of Substitute (check all positions that interest you):</b> <input type="checkbox"/> Educational Technician (student support) Classroom <input type="checkbox"/> Teacher <input type="checkbox"/> Custodian <input type="checkbox"/> Transportation Department (bus/van driver) <input type="checkbox"/> Nutrition Department (kitchen assistant, cook, baker)		
<b>Name:</b>	First:	Middle:	Last:	
<b>Address:</b>	Physical:	City/Town:	State/Zip Code:	
<b>Contact:</b>	email:	Phone number::	Alt.phone number:	

<p style="text-align: center;"><b><i>I am interested in working in the following grade level (check all grade levels that interest you):</i></b></p>	<input type="checkbox"/> Elementary school <input type="checkbox"/> Middle school <input type="checkbox"/> High School
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<b>Educational Background - It is essential that this section be completed accurately.</b> <i>Official transcripts, including grades, from all college(s)/university(s) attended must be provided.</i>			
Name of School and Location	Years Attended	Grade Completed	Year of Graduation
High School			
Trade School			
College			
Other			

**Work Experience - It is essential that this section be completed accurately.**

List below all positions held, employer and dates of employment. All school units/educational institutions you have worked in must be listed. In addition, list any other employers you have worked for in the past ten years.

\*Please account for any gaps in employment below.

<b>Present Employer</b>	
<b>Address</b>	
<b>Supervisor Name</b>	
<b>Supervisor Telephone Number</b>	
<b>Dates Employed</b>	From_____ To _____
<b>Describe in detail duties performed</b>	

**Previous Employers**

List former employers in order from MOST RECENT to LEAST RECENT.

<b>Previous Employer</b>	
<b>Address</b>	
<b>Supervisor Name</b>	
<b>Supervisor Telephone Number</b>	
<b>Dates Employed</b>	From_____ To _____
<b>Describe in detail duties performed</b>	
<b>Explain reason for leaving position</b>	

<b>Previous Employer</b>	
<b>Address</b>	
<b>Supervisor Name</b>	
<b>Supervisor Telephone Number</b>	
<b>Dates Employed</b>	From_____ To _____
<b>Describe in detail duties performed</b>	
<b>Explain reason for leaving position</b>	

Previous Employer	
Address	
Supervisor Name	
Supervisor Telephone Number	
Dates Employed	From _____ To _____
Describe in detail duties performed	
Explain reason for leaving position	

<p><b>*Gaps in Employment History</b>  Please explain any gaps in employment history.</p>

<b>Background</b>			
	YES	NO	N/A
1. Have you ever been disciplined, discharged, or asked to resign from a prior position?			
2. Have you ever resigned from a prior position after a complaint had been received against you or while your conduct was under investigation or review?			
3. If applicable, has your contract in a prior position ever been non-renewed?			
4. If applicable, have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?			
5. Have you ever been investigated for discrimination, sexual abuse or harassment of another person?			
6. 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?			

<p>If you have answered YES to any of the previous questions, please provide full details below.</p>

**REFERENCES**

List three, two of whom are your 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).

Name	Position	Address	Phone

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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. § 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process. I further authorize those persons, agencies or entities that the districts of interest I identified on page 1 contacts in connection with my employment application to fully provide the districts of interest I identified on page 1 any information on the matters set forth above, including the circumstances surrounding any separation from employment. 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 districts of interest I identified on page 1, its agents and officials, or against any provider of such information.

I understand that information submitted 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. I further understand that truthfulness is required and hereby represent that all the information I have provided is true, complete, and accurate to the best of my ability.

**I AGREE AND UNDERSTAND THAT OMITTING ESSENTIAL FACTS OR PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR DURING THE EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

**NOTE:**

1. ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF DISTRICTS OF INTEREST. NONE WILL BE RETURNED.
2. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATUTE.
3. PRIOR CRIMINAL HISTORY, CONVICTION OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC BAR TO EMPLOYMENT – THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.