



REGIONAL SCHOOL UNIT NO 24
248 State Street, Suite 3A
Ellsworth, ME 04605
207-667-8136 Ph
207-667-6493 Fax

NON-TEACHING APPLICATION

Location: _____

Check one: Bus Driver ___ Food Svc Worker ___ Custodian ___ Secretary ___

Other _____ Location: _____

Name: _____ Date of Application: _____
(Last) (First) (M.I.)

Social Security Number: _____ (optional-required upon hire)

Mailing Address: _____

Street Address: _____ Phone: (_____) _____

Email Address: _____ Cell phone: (_____) _____

May we contact you at your current employment? Yes ___ No ___
May we contact your current employer? Yes ___ No ___
When will you be available? _____

EDUCATION: Attach copy of transcript(s).

If unavailable, please indicate here ___ and attach a list of the following:
College/university attended, location, courses and grade, degree, years completed

EXPERIENCE: Attach copy of resume.

Other skills/licenses, which may be relevant to this position:

Drivers License: State _____ Endorsement(s) _____

Typing: Yes ___ No: ___

Office Machines: _____

Computer Skills: _____

Other: _____

FINGERPRINTING: Attach copy of current certificate. (required upon hire)

Candidates who have not been fingerprinted should direct inquiries to:
Maine Department of Education, Certification Office
23 State House Station ~ Augusta, ME 04333-0023
207.624.6603 http://www.state.me.us/education/

REFERENCES: On a separate sheet, list three references, two of which are most recent supervisors, who can comment on your ability and whom we may contact. Please include Name, Position, Mailing Address, and Telephone number. In addition, please attach three current letters of reference from persons who are not related to you (may be from list).

Office use only
Last
First
Date of Application
Position
Date of Hire

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 your 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 ___

Other than a minor traffic offense, have you ever entered a plea of guilty or "no contest"? (Nolo contendere) to any crime? Yes ___ No ___

Have you ever had a professional license or certificates 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 ___

Other than a minor traffic offense, has a 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 impose a requirement as to your behavior or conduct for a period of time in connection with any crime? Yes ___ No ___

If you have answered **YES** to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question and the address of the court involved. Convictions or other disposition of a crime is not necessarily an automatic bar to employment.

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 RSU 24 contacts in connection with my employment application to fully provide the RSU 24 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 RSU 24, 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, staff, and members of the community. I give my consent to this disclosure.

Signature

Date

NOTE: Completed employment applications cannot be evaluated unless all of the following materials have been provided:

- ___ Letter of Application
- ___ Application form completed, signed, dated
- ___ Copy of Transcript(s) If any
- ___ Resume
- ___ Copy of Fingerprinting (CHRC) certificate
- ___ Gaps in employment during the past ten years explained
- ___ Three current letters of reference
- ___ Explanation of **YES** answers to Background questions

All application materials become the property of the RSU 24, and will be held for a period of three (3) years. None will be returned. Providing any false or misleading information on this application, or in the application or employment screening process, shall be sufficient grounds to refuse employment or, if the applicant has been employed, to immediately dismiss the applicant/employee. The RSU 24 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination. RSU 24 is an equal opportunity employer.