

Maine School Administrative District #49

8 School Street, Fairfield, ME 04937, 207-453-4200

Albion - Benton - Clinton - Fairfield

Revision: 5/2016

APPLICATION FOR SUPPORT STAFF POSITIONS

Name: _____ Date: _____

Mailing Address: _____

Email address: _____ Phone: _____ Cell: _____

Position Applying For: _____ Dept/Location _____
(Bus Driver, Custodian, Ed. Tech I, II or III, Secretary, Support Services, Maintenance, Food Services, etc.)

Do You Hold a State of Maine Ed. Tech Authorization? Yes ___ No ___ If yes, when does it expire: _____

What level of Ed. Tech. Authorization do you hold? I ___, II ___, III ___

Have you been fingerprinted? Yes ___ No ___ If yes, when does it expire? _____

When will you be available to start ? _____

EDUCATION:

High School Attended: _____ Did you graduate? Yes _____ No _____

College/University	Degree	Major/Minor	GPA	Dates Attended

EXPERIENCE: List in reverse chronological order:

Employer	City, State	Position Held	Dates	No. Years

REFERENCES: Complete all sections with current contact information. (At least 2 must be recent supervisors)

Name	Position/Relationship	Address	Phone-Home/Work/Cell
1.			
2.			
3.			

Do you hold a valid driver's license? No ___ Yes ___ State: _____ Endorsement(s): _____

What office machines are you familiar with? _____

Are you proficient with computers? Yes ____, No ___ Name programs you use: _____

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

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Providing any false or misleading information in the application or employment screening process shall be fully sufficient grounds to refuse to employ, or having been employed, immediately to discharge the applicant.

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 ___

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 ___

For BUS DRIVER and SUPPORT SERVICE applicants only: Have you ever been charged with a traffic offense or pleaded guilty or "no contest" to a traffic offense? 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. Conviction 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 investigative information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that Maine School Administrative District #49 contacts in connection with my employment application to provide Maine School Administrative District #49 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 property, or interference with contractual relations that I might otherwise have against M.S.A.D. #49, 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:** _____

M.S.A.D. #49 does not discriminate in its educational programming or employment opportunities. All applicable laws relative to non-discrimination are followed. M.S.A.D. #49 is an equal opportunity employer.

Application Process:

1. Incomplete applications will result not be processed. Be sure to complete all sections thoroughly.
2. Inquiries as to the status of an application may be made to the Office of the Superintendent of Schools at 207-453-4200, ext. 3102.
3. All applications shall remain active for one year from the date filed. Responsibility for updating and keeping application active rests with applicant.