

SCHOOL ADMINISTRATIVE DISTRICT NO. 29
HOULTON-HAMMOND-LITTLETON-MONTICELLO
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
P.O. BOX 190
HOULTON, MAINE
04730

TEL 532-6555
AREA CODE 207

APPLICATION FOR NON-TEACHING POSITIONS

MSAD #29 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position(s) applying for: _____

Name: _____
(Bus Driver, Custodian, Secretary, Cafeteria Worker, Aide, etc)

Social Security No. ____ - ____ - ____

When will you be available? _____
(Position, Location)

Permanent Address _____
_____ Phone _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Yrs. Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid drivers license? State: _____ Endorsement: _____

To be completed by clerical applicants: Typing ____ Yes ____ No ____ WPM ____
Shorthand ____ Yes ____ No ____ WPM ____

What office machines are you familiar with? _____

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

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 the back of page.

From (Month/year)	To	Position	Duties	Employer
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____

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? 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 ___

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 applicants only: Have you ever been charged with a traffic offense or pleaded guilty or “no contest” (nolo contendere) to a traffic offense? Yes ___ No ___

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.

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

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. I further authorize those persons, agencies or entities that MSAD #29 contacts in connection with my employment application to fully provide MSAD #29 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 MSAD #29, 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.

Date

Signature

Application For Non-Teaching Position Check List: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- Application form fully completed
- Copies of transcript(s)
- Gaps in employment during the past ten years explained
- YES to any of the questions in the Background section explained
- Copy of Maine certification(s) (Criminal History Background Check)
- Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD#29. 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.