

RSU #16

(Mechanic Falls * Minot * Poland)

Application for Support Staff

PLEASE TYPE OR PRINT

<p>Return to:</p> <p>RSU #16 3 Aggregate Street Poland, Maine 04274</p>	<p>Application form fully completed References (3) YES to any questions in the background section explained Background check Application signed Interview by _____ Date: _____</p> <p style="text-align: right; font-size: 1.5em; font-weight: bold; opacity: 0.5;">OFFICE USE ONLY</p>
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PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER	DATE
CONTACT ADDRESS (NUMBER/STREET/P.O. BOX)		CITY	STATE	ZIP CODE
PERMANENT ADDRESS (NUMBER/STREET/P.O. BOX)		CITY	STATE	ZIP CODE
CONTACT TELEPHONE	PERMANENT TELEPHONE			
CURRENT POSITION - TITLE	IMMEDIATE SUPERVISOR	CITY & STATE	TELEPHONE	
POSITION(S) APPLYING FOR (CHECK)			DATE AVAILABLE FOR EMPLOYMENT	
Bus Driver	Mechanic	Lunch program – Type of work _____		
Bus Driver Aide	Secretary	Maintenance – Type of work _____		
Crossing Guard	Receptionist	Substitute – Type of work _____		
Custodian	Other _____			

EDUCATIONAL BACKGROUND			
SCHOOL ATTENDED	ADDRESS	DATES ATTENDED	GRADUATED/DEGREE
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PREVIOUS WORK EXPERIENCE					
FIRM/AGENCY	ADDRESS	DUTIES	IMMED. SUPERVISOR	DATES EMPLOYED	REASON FOR LEAVING
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REFERENCE INFORMATION				
Please list the names of four non-related persons, two of whom are most recent supervisors, who can comment on you ability.				
1	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
2	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
3	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
4	NAME	TITLE	COMPLETE ADDRESS	TELEPHONE
SKILLS				
Do you hold a valid drivers license? State: _____ Endorsement: _____		Clerical Applicants: Typing: Yes No Computer experience: Yes No Type: _____ With what office machines are you familiar? _____		
Other special skills:				
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 has 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 entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?			Yes	No
Have you ever been convicted of a 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 you to 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
Is your fingerprinting status current?			Yes	No
If you answered <u>YES</u> to any of the previous questions, provide full details on an additional sheet(s) 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.				
SIGNATURE				
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 School Union #29 contacts in connection with my employment application to fully provide RSU #16 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 stress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU #16, its agents or 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 interview committee, which may include school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.				
Signature: _____			Date: _____	
NOTICE: All application materials become the property of RSU #16. None will be returned. Providing any false or misleading information on this 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 application/employee.				
<i>RSU #16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination</i>				

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