

Emergency Contact Name and Phone #

Years of Experience in Maine at Requested Position

REGIONAL SCHOOL UNIT 16

Mechanic Falls ● Minot ● Poland

3 Aggregate Road, Poland, ME 04274

APPLICATION FOR NON-TEACHING STAFF

The School Board does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

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Position(s) Applying for		School/Location(s) Applying for					
Bus Driver**	Licensed Nurse Practitioner						
Bus Monitor	Van Driver**	Elm Street School					
Coach	Substitute Bus Driver**	Minot Consolidated School					
Custodian/Maintenance	Substitute Bus Monitor						
Education Technician I	Substitute Custodian	Poland Community School					
Education Technician II*	Substitute Food Service	Poland Regional High School					
Education Technician III*	Substitute Nurse						
Food Service	Substitute Teacher / Ed Tech	Whittier Middle School					
Mechanic**	Substitute Van Driver**						
Schl Secretary/Office Assistant	Other	Adult Education					
1 0	Do you hold a valid driv	College/University transcripts* ver's license?** Yes No Indorsement: No tate Certification Office at the					
PERSONAL INFORMATION							
Name Last	First Middle	Date of Birth Social Security Number					
Address	City	State ZIP					
Phone	Email						

EDUCATIONAL BACKGROUND

Starting with hi	igh school, list any sc	hools or colleges yo	ou have attended.	
School Atte	nded	Location	Degree	# Years Completed
		PREVIOUS WOR	RK EXPERIENCE	
Please list, beg	inning with your curr	ent or most recent e	experience.	
Employer	Address/Location	Dates Emplo	oyed Superviso	or Reason for Leaving
		REFER	RENCES	
Please list the recomment on you		n-related persons, tv	wo of whom are most r	recent supervisors, who can
Name		Position	Email	Phone
		SPECIAI	L SKILLS	
Please list other	r special skills or lice	nses you hold that r	may be relevant to the	position.

OTHER INFORMATION

The RSU 16 School Board is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

Have you ever been disciplined, discharged, or asked to resign from a prior position?	Yes	No
Have you every resigned form 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 investigated for discrimination, sexual abuse or harassment of another person?	Yes	No
Have you ever had a professional license, credential 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

If you have answered YES to any of the previous questions, provide full details on an additional sheet.

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 RSU 16 School Board/Designee contacts in connection with my employment application to fully provide the RSU 16 School Board/Designee 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 RSU 16 School Board, its agents and officials, Maine School Management Association, 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. 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

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE RSU 16 SCHOOL DISTRICT. 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.