

REGIONAL SCHOOL UNIT NO. 10
799 Hancock Street, Suite 1
Rumford ME 04276
Telephone (207)369-5560 Fax (207)562-7059

APPLICATION FOR NON-TEACHING POSITION

Name: _____

Mailing Address: _____

Physical Address: _____

Home Phone: _____ Cell Phone: _____

Position(s) applying for: _____

(Bus Driver, Custodian, Secretary, Ed. Tech., Food Service, etc.)

When will you be available? _____

Education: Starting with high school, list any schools or colleges you may have attended. (Please attach copies of college transcripts)

<u>School Attended</u>	<u>Address</u>	<u>No. or Yrs. Attended</u>	<u>Graduated/Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Skills:

Do you hold a valid driver's license? ☐ Yes ☐ No

State: _____

Endorsement: _____

What computer programs and office machines are you familiar with?

What other special skills do you have or licenses/certificates (please provide copies) do you hold that may be relevant to this position?

Driving Experience (To be completed by Bus Driver applicants)

Class of Equipment Type of Equipment Date From Date To Approximately
No. of Miles Driven

Straight Truck				
Tractor & Semi				
Tractor – 2 trailers				
Other				

Accident Record for past 3 years (include date, nature of accident, fatalities/injuries).

Traffic Convictions and Forfeitures for the past 3 years (other than parking violations)
include: location, date, and description.

Safe driving awards you now hold and from whom

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No
Has any license, permit or privilege ever been suspended or revoked? Yes No
(if yes to either statement above, explain the facts and circumstances on the back or on a separate piece of paper.)

Experience: Please list all previous employment starting with the most recent job held. Use the back of this page if necessary. Please account for any gaps in employment during the past ten years on the back of this page.

<u>Dates</u> (month/year)	<u>Position</u>	<u>Duties</u>	<u>Employer</u>
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

Background:

	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	<input type="checkbox"/>	<input type="checkbox"/>
Has your contract in a prior position ever been non-renewed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, a 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)?	<input type="checkbox"/>	<input type="checkbox"/>

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: Please list three references, 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 Regional School Unit No.10 contacts in connection with my employment application to fully provide Regional School Unit No.10 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, Regional School Unit No.10 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

APPLICATION FOR NON-TEACHING CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Cover Letter (Ed. Tech. & Secretary Applicants)
- _____ Resume (Ed. Tech. & Secretary Applicants)
- _____ Three current (within the past two years) letters of reference (Ed. Tech. & Secretary Applicants)
- _____ Copy of Transcripts, Licenses/Certificates and CHRC (fingerprinting) card.
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Consent to Perform Criminal Background Check
- _____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF REGIONAL SCHOOL UNIT NO. 10. 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.

EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.



**Western Foothills
Regional School Unit No. 10**
799 Hancock Street, Suite 1
Rumford ME 04276
Central Office 207-369-5560
Fax 207-562-7059

Buckfield, Hanover, Hartford, Mexico, Roxbury, Rumford, Sumner

Deborah Alden
Superintendent of Schools

Leanne Condon, Director
Curriculum, Instruction, &
Assessment

Leah Kaulback
Business Manager

Consent to Perform Criminal Background Checks

RSU 10 DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, SEX, NATIONAL ORIGIN, OR RELIGION.

Last Name: _____

First Name: _____

Maiden Name or Alias: _____

Middle Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that RSU 10 contacts in connection with my employment application to fully provide the RSU 10 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 RSU 10, its agents and officials or against any provider of such information.

Applicant Signature

Date