

St. George Municipal School Unit

Excellence. Community. Engagement.



APPLICATION FOR NON-TEACHING POSITION

THE ST. GEORGE MSU DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Criminal History Records Check (CHRC): All employees of school systems are required to obtain a CHRC approval from the Department of Education (DOE) based on fingerprints. The DOE requires a fee that is due with the initial application and an additional fee upon registering for fingerprinting at an approved location.

Have you completed the CHRC approval process through the DOE? Yes No
(If Yes, please provide a copy of your CHRC approval.)

Date _____

Position (s) applying for: (*Bus Driver, Custodian, Admin Asst, Food Service, Other*)

Name _____

When will you be available? _____

Permanent Address _____ Phone _____

Temporary Address _____ Phone _____

E-Mail Address _____

EDUCATION: Official transcripts, including grades, from all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

<u>College/University Attended</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>	<u>Grade Point Average</u>
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SPECIAL SKILLS:

What office machines are you familiar with?

To be completed by clerical applicants: Computer Skills _____

To be completed by bus driver applicants: Do you hold a valid driver's license? State: _____
Endorsement: _____

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

EXPERIENCE: A resume must be provided. Please list below all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.** In addition, please list any other employers you have worked for in the past ten years. Please account for any gaps in employment on a separate page. It is essential that this section be completed accurately.

<u>From (month/year)</u>	<u>To month/year)</u>	<u>Position</u>	<u>Grade/Subject</u>	<u>Employer</u>
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REFERENCES: List three, two of whom are your most recent supervisors, who can comment on your ability and whom we may contact. In addition, please provide three letters of reference from persons who are not related to you (may be from references listed below).

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone</u>
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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 while 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, please 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 the St. George MSU contacts in connection with my employment application to fully provide the St. George MSU 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 St. George MSU its agents and officials or against any provider of such information.

I understand that information submitted with and in support of 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.

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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

Printed name _____

NOTE:

1. ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF ST. GEORGE MSU. NONE WILL BE RETURNED.
2. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.
3. PRIOR CRIMINAL HISTORY, CONVICTION OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC BAR TO EMPLOYMENT – THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.

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

- _____ Application form fully completed
- _____ Resume
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Application signed