

**Veazie Community School**  
**1040 School Street, Veazie, ME 04401**  
207-947-6573 Phone                      207-9476570 Fax

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**Application for Non-Teaching Position**

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VEAZIE COMMUNITY SCHOOL DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

**All applicants must provide proof of Criminal History Records Check (CHRC-fingerprinting) as required by the State of Maine Department of Education.**

Date: \_\_\_\_\_ CHRC Approval Number: \_\_\_\_\_  
(Attach copy of certificate)

Name: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Location: \_\_\_\_\_  
(Educational Technician, Custodian, Cafeteria, Secretary, Other)

When will you be available? \_\_\_\_\_

Address: \_\_\_\_\_ Home #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
I may be contacted at  
( ) work ( ) home

Email Address: \_\_\_\_\_

Mailing address if different from above:  
\_\_\_\_\_  
\_\_\_\_\_

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

High School/College Attended (include location)	Address	Dates Attended	Graduate (Yes/No) Degree

**CERTIFICATION:** Do you have a state authorization as an Educational Technician I, II, or III?  
( ) Yes ( ) No. Please attach a copy.

**SPECIAL SKILLS:** Do you hold a valid drivers license? State: \_\_\_\_\_ Endorsement: \_\_\_\_\_  
List any special training, certification or license(s) \_\_\_\_\_  
\_\_\_\_\_

**To be completed by clerical applications:** With what office machines, computer programs are you proficient in? \_\_\_\_\_

**EXPERIENCE:** Please list all previous experience, starting with the most recent job held. Please account for any gaps in employment during the past ten years. (Use another sheet if necessary.) Please attach a copy of your resume.

Dates (Month/ Year) From-To	Employer	Position/Duties

**REFERENCES:** Please provide 3 references whom are most recent supervisors who can comment on your ability and whom we may contact.

Name	Position	Address	Phone #

<b>BACKGROUND:</b> Veazie Community School is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions by all candidates. Please check yes or no.	YES	NO
1. Have you ever been disciplined, discharged, or asked to resign from a prior position?		
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
3. Has your contract in a prior position ever been non-renewed?		
4. Have you ever not been nominated for reemployment in a prior position or ever had your nomination for reemployment not be approved?		
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
6. Have you ever been convicted of a crime (other than a minor traffic offense)?		
7. Have you ever entered a plea of guilty or "no contest" ( <i>nolo contendere</i> ) to any crime (other than a minor traffic offense)?		

8. 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?		
9. 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)?		

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

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 Veazie Community School contacts in connection with my employment application to fully provide Veazie Community School 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 Veazie Community School, its agents and officials or against any provider of such information.

Veazie Community School is a smoke-free working environment.

*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.*

<b>Date:</b>	<b>Signature:</b>
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**APPLICATION FOR SUBSTITUTE TEACHING PERSONNEL 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)
	Copy of Maine Certification(s)
	Resume
	Gaps in employment during the past 10 years explained
	YES to any of the questions in the Background section explained
	Application signed

Please note: All application materials become the property of Veazie Community School. 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.

Applications will be retained for a period of 18 months from date of receipt.

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