



## APPLICATION FOR HOUSE PARENT

Maine School Administrative District #7  
North Haven Community School  
93 Pulpit Harbor Road  
North Haven, ME 04853  
207.867.4707

Statement of Non-Discrimination: Maine School Administrative District #7 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

DATE \_\_\_\_\_ POSITION(S) APPLYING FOR: \_\_\_\_\_

Bus driver, Custodian, Administrative Asst., Bookkeeper, Ed. Tech, House  
Parent

NAME \_\_\_\_\_

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

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Temporary Address (if different): \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Starting with high school, list any schools or colleges you attended.

School Attended	Address	Years Attended	Graduated/Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you hold a valid driver's license? State: \_\_\_\_\_ Endorsement: \_\_\_\_\_

List office equipment, software, and other applications with which you are familiar.

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_____
_____

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

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## EXPERIENCE

EXPERIENCE: Please list all previous employment starting with the most recent job held.

Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of the page.

**From (mm/yy)**

**To (mm/yy)**

**Position**

**Employer**

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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 \_\_\_\_\_

For **BUS DRIVER** applicants only: Have you ever been charged with a traffic offense Or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

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

## REFERENCES

List three references, two of whom are 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 list below.)

**Name**

**Position**

**Address**

**Phone**

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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 Maine School Administrative District #7 contacts in connection with my employment application to fully provide Maine School Administrative District #7 any information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Maine School Administrative District #7, its agents and officials or against any provider of such information.

I understand that information submitted in 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.

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.

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Print name

Signature & Date

NOTE: ALL EMPLOYMENT APPLICATION MATERIALS BECOME THE PROPERTY OF MAINE SCHOOL ADMINISTRATIVE DISTRICT #7. NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

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

- \_\_\_\_\_ Application
- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Letters of Reference
- \_\_\_\_\_ Yes to any of the questions in the Background section explained
- \_\_\_\_\_ Application signed