

**Employment Application for Support Staff Position
REGIONAL SCHOOL UNIT NO. 2**

7 Reed Street
Hallowell, Maine 04347

[Created 3/1/09; revised 1.2023]

REGIONAL SCHOOL UNIT NO. 2 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Name: _____ **Date:** _____

Telephone number(s): _____ **Email address:** _____

Permanent address: _____

Position applying for: _____

Position location: _____

When will you be available? _____

EDUCATION: Starting with high school, list all schools or colleges you have attended. Copies of high school/college/university transcripts, including grades, must accompany application.

School(s) Attended	Address	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid drivers license? State: _____ Endorsement: _____

To be completed by clerical applicants: Typing: _____ Yes _____ No WPM _____

EMPLOYMENT EXPERIENCE: Please list all previous employment starting with the most recent position held. Please attach a copy of your resume, that includes a description of duties performed and reason for leaving. All school units/educational institutions you have worked in must be listed. Please account for any gaps in employment on a separate page.

Dates	Employer	Address	Telephone No.	Position	Supervisor
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____	_____

CERTIFICATION: List certification(s) you hold and provide copies of certification(s).

Certification Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES: List three references, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position/Relationship	Address	Telephone No.
_____	_____	_____	h- _____ w- _____
_____	_____	_____	h- _____ w- _____
_____	_____	_____	h- _____ w- _____

OTHER: What other special skills or licenses do you hold that may be relevant to the position for which you are applying?

RETIREMENT: are you a member of the Maine State Retirement System [MSRS]? Yes / No

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 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 you 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 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.

FALSE STATEMENTS: 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.

CONSENT AND WAIVER: 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 Regional School No. 2 contacts in connection with my employment application to fully provide Regional School No. 2 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 Regional School Unit No. 2, its agents, and officials.

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 IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY ME OR, IF I HAVE BEEN EMPLOYED, TO IMMEDIATELY DISMISS ME.

<hr style="width:100%; border: none; border-top: 1px solid black;"/>	Date
Signature	

- APPLICATION FOR ADMINISTRATIVE POSITION CHECKLIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided:
- ☐ Application form is fully completed
 - ☐ Transcripts are attached
 - ☐ Maine Certification(s) are attached
 - ☐ Resume is attached
 - ☐ Gaps in employment during the past ten years explained
 - ☐ Three letters of reference are attached
 - ☐ Cover letter
 - ☐ YES to any of the questions in the BACKGROUND section fully explained
 - ☐ Application is signed and dated

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU #2 AND NONE WILL BE RETURNED. EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.