

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

**APPLICATION FOR OFFICE POSITION**

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Date: \_\_\_\_\_

Position and location applying for: \_\_\_\_\_

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

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

Permanent Mailing Address \_\_\_\_\_

Temporary Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

**EDUCATION:** Starting with high school, list any schools or colleges you may have attended.

School Attended	Address	No. of Yrs. Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL SKILLS:**

What office machines are you familiar with?

\_\_\_\_\_  
\_\_\_\_\_

What word processing, spreadsheet, accounting software are you familiar with? \_\_\_\_\_

\_\_\_\_\_

What other special skills do you have that may be relevant to this position? \_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE:** Please list all previous employment (or attach resume) relevant to this position starting with the most recent job held. Use the back of the next page if necessary. Please account for any gaps in employment during the past ten years on the back of the next page.

From - To (month/year)	Employer	Position	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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"/>
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 been convicted of a crime (other than a minor traffic offense?)	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense?) ☐ ☐

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 certificate in any state? ☐ ☐

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 traffic offense?) ☐ ☐

If you have answered YES to any of the previous questions, provide full details on the back of the last 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 RSU #10 contacts in connection with my employment application to fully provide 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.

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 OFFICE POSITION CHECKLIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application form fully completed (a resume may be attached also)
- \_\_\_\_\_ Gaps in employment during the past ten years explained
- \_\_\_\_\_ YES to any of the questions in the Background section explained
- \_\_\_\_\_ Three current (within the past two years) letters of reference.
- \_\_\_\_\_ Consent to Perform Criminal Background Checks.
- \_\_\_\_\_ Application signed

**NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU #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](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](mailto: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