

Maine State Department of Education fingerprint (CHRC) expiration date: _____ (Required upon hire)

List credential(s) you hold and provide copies.

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

EXPERIENCE

Number of years of educational experience _____.

A copy of resume must be provided. In addition to educational background and work experience, include extra-curricular activities in which you have been involved.

Please list below all positions held, employer and dates of employment. **All school units/educational institutions you have worked in must be listed.**

From / To	Position	Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Account for any gaps in employment during the past 10 years either in resume or on back of application.

REFERENCES

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

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

BACKGROUND

	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 been nominated for re-employment in a prior position OR ever had your nomination for re-employment 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 not guilty or "no contest" (nolo contendere) 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, including but not limited to permitted disclosures from the Department of Education pursuant to 20-A M.R.S. Sec. 13025. I further authorize those persons, agencies or entities that the Ellsworth School Department contacts in connection with my employment application to fully provide the Ellsworth School Department 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 the Ellsworth School Department, 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. 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 the employ me or, if I have been employed, to immediately dismiss me.

Signature _____

Date _____

Printed Name _____

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

- ____ Letter of Application
- ____ Application form fully completed
- ____ Copies of transcript(s)
- ____ Copy of PRAXIS test scores (if applicable)
- ____ Copy of resume
- ____ Copy of Maine credential(s) and CHRC (fingerprinting) approval from Maine D.O.E.
- ____ Gaps in employment during past 10 years explained
- ____ Explanation of YES answers to Background questions
- ____ Application signed

NOTE: All employment application materials become the property of the Ellsworth School Department and will be held for a period of two years. 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.
