



SACOPEE VALLEY SCHOOL DISTRICT



MSAD 55
137 South Hiram Road
Hiram, ME 04041
Telephone: (207) 625-2490

Baldwin – Cornish – Hiram –
Parsonsfield – Porter

APPLICATION FOR DRIVING POSITION

MSAD 55 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Table with 2 columns: Field Name, Value. Fields include Applicant Name, Address, Phone Number, Email Address, Date of Application, Position Applying For.

CERTIFICATION: Starting with Criminal History Record Check Approval, please list Maine certification(s) you hold, and provide copies of certification.

Table with 3 columns: Type, Date Issued, Date of Expiration. Multiple empty rows for data entry.

All employees of school systems are required to obtain a Criminal History Record Check (CHRC) approval from the Department of Education based on fingerprints. Register on line at www.identogo.com. There is a one-time \$55 fee for this process. An approval application must be sent to the Department of Education along with an additional \$15.00 non-refundable fee.

DRIVING INFORMATION: Please include a photocopy of your current driver's license.

Driver's License State _____ License Number _____

Have you ever been convicted of a traffic offense; or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? YES NO

Please list any traffic violations below:

Date of Violation	Nature of Violation	State

All driving applicants are subject to drug/alcohol testing, including a pre-employment drug/alcohol screening.

Have you ever failed a drug/alcohol screening? YES NO

EDUCATION: Starting with the most recent, please list any schools or colleges that you have attended.

School Attended	Address	Years Attended	Degree/Graduated

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 page.

Employment Dates	Position	Duties	Employer

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 been charged with or investigated for sexual abuse or harassment of another person? Yes___ No___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes___ No___

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

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)? Yes___ No___

If you have answered YES to any of the previous questions, provide full details below including, with respect to court actions, the date offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: Please provide three references who are not related to you who are familiar with your work or who know of your experience working with youth. Please include at least one former employer.

Name	Position	Address	Telephone

SIGNATURE:

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 MSAD 55 contacts in connection with employment application to fully provide the MSAD 55 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 MSAD 55 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 DRIVING POSITION CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

_____ Application form fully completed
_____ Gaps in employment during the past ten years explained
_____ Copy of CHRC Approval
_____ Copy of Driver's License
_____ YES to any of the questions in the Background section explained
_____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MSAD 55. 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.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.