

SACOPEE VALLEY SCHOOL DISTRICT
M.S.A.D. #55

137 South Hiram Road
Hiram, ME 04041

Baldwin – Cornish – Hiram – Parsonsfield – Porter
Telephone: (207) 625-2490

APPLICATION FOR NON-TEACHING POSITION

M.S.A.D. No. 55 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position applying for: _____

Name _____
(Secretary and Educational Technician)

When will you be available? _____
(Position location)

Permanent Address _____
_____ Phone _____

Email Address _____

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: To be completed by clerical applicants:

Typing: ___ Yes ___ No WPM _____
Computer: ___ Yes ___ No Programs you are familiar with: _____

What other office machines are you familiar with?

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

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.

From (month/year)	To	Position	Duties	Employer
to				
to				
to				
to				
to				

SPECIAL SKILLS: To be completed by educational technician applicants:

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

Type	State	Date Issued	Date of Expiration

EXPERIENCE: Please list previous teaching/substituting experience. Please attach a copy of you resume.

Grade/Subject	Employer	Dates (from/to)

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.

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 <http://www.informe.org/cgi-bin/doi/fingerprint.pl> There is a one-time \$55 fee for this process. An approval application must be sent to the Department of Education along with an addition \$15.00 non-refundable fee.

REFERENCES: Please provide three references who are not related to you who are familiar with your work as a teacher, substitute or who know of your experience working with youth.

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 the M.S.A.D. #55 contacts in connection with employment application to fully provide the M.S.A.D. #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 M.S.A.D. #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 NON-TEACHING 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 resume
_____ YES to any of the questions in the Background section explained
_____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF M.S.A.D. #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.