

DATE ___/___/___

REGIONAL SCHOOL UNIT 78 - RANGELEY LAKES REGIONAL SCHOOL
43 MENDOLIA ROAD
RANGELEY, MAINE 04970
207-864-3311

APPLICATION FOR NON-TEACHING POSITION

RSU #78 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Name _____

Address _____ Phone _____

Position applying for: _____

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

School Attended	Address/Location	No. of Years Attended	Graduated/Degree

SPECIAL SKILLS:

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

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

CERTIFICATION: Have you been fingerprinted by the Maine Department of Education? Yes ___ No ___

Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.

EXPERIENCE: Please list all previous experience, starting with the most recent job held. (Use another sheet if necessary) Please account for any gaps in employment during the past ten years on a separate page.

Years - from/to	Position	Duties	Employer
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

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

Name	Position	Address	Telephone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A copy of your drivers license and either a copy of your social security card or birth certificate will be required.

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 your nomination for re-employment not be approved? 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 _____

For BUS DRIVER applicants only: Have you ever been charged with a traffic offense or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? Yes _____ No _____

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.

SIGNATURE

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 78 contacts in connection with my employment application to fully provide the RSU 78 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 RSU 78, 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

NOTE: All application materials become the property of RSU #78. 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.
