

REGIONAL SCHOOL UNIT #20

Belfast · Belmont · Frankfort · Morrill · Northport
Searsmont · Searsport · Stockton Springs · Swanville

Office of the Superintendent
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Belfast, ME 04915

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APPLICATION FOR POSITION OF A NON-TEACHING POSITION

RSU #20 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Position for which application is submitted:

Bus Driver

Secretary

Food Service

Custodian

Educational Technician

Other

Name: _____ Date Available: _____

Street Address: _____ Phone: () _____

City: _____ State: _____ Zip: _____

Are you a U.S. citizen or authorized to work in the United States? { Yes { No

Do you hold a valid driver's license? Yes No

If yes: State ____ Endorsement _____

EDUCATION: Starting with high school, list any schools or college you have attended.

Applicants for Educational Technician II or III should provide a photocopy of college transcripts.

School/College/University	Address	Graduated/ Degree	Number of Years Attended

SPECIAL SKILLS: Applicants for Educational Technician should also submit resume.

What other special skills do you have; what job-related machinery are you familiar with; or what licenses do you hold that may be relevant to this position?

EXPERIENCE: Please list all previous employment, starting with the most recent job held. *Please list additional employment on the back of this sheet if needed.*

Dates Employed		Position	Employer
From (Month & Year)	To (Month & Year)		Name and Address:
		Telephone:	Supervisor:
		Salary:	
Describe, in detail, duties performed:			
Reason for leaving position:			
Dates Employed		Position	Employer
From (Month & Year)	To (Month & Year)		Name and Address:
		Telephone:	Supervisor:
		Salary:	
Describe, in detail, duties performed:			
Reason for leaving position:			
Dates Employed		Position	Employer
From (Month & Year)	To (Month & Year)		Name and Address:
		Telephone:	Supervisor:
		Salary:	
Describe, in detail, duties performed:			
Reason for leaving position:			
Please explain any gaps in employment history:			

Have you had your fingerprints taken as required by the Criminal History Record Check?

- Yes No

BACKGROUND:

- Have you ever been disciplined, discharged, or asked to resign from a position? Yes ? No ?
- Have you ever resigned from a 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 position or ever had your nomination for re-employment not been 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 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 above questions, please provide full details on an additional piece of paper. Include, 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** an automatic bar to employment.*

REFERENCES: Please list three people whom we may contact, including your most recent supervisor, who can comment on your ability.

Name	Address	Position	Phone
			()
			()
			()

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigator information possessed by any state, local, or federal agency. I further authorize those persons, agencies, or entities that RSU #20 contacts in connection with my employment application to fully provide RSU #20 with 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 #20, 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.

All application materials become the property of RSU #20. 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 by RSU #20, to immediately dismiss the applicant/employee.

Signature

Date

Printed Name

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

CHECKLIST: Please ensure that ALL of the following materials are enclosed:

- *Application form, fully completed and signed*
- *Explanation of any gaps in employment*
- *Photocopy of transcripts from colleges (Required for Ed Tech II or III)*
- *Resume*
- *Explanation of any YES responses in the BACKGROUND section*