

APPLICATION FOR NON-TEACHING PERSONNEL

Mount Desert Island Regional School System does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

School that I am applying to: _____
Position applying for: _____
(Bus Driver, Custodian, Secretary, Educational Technician, Cafeteria Worker, etc.)
When will you be available to start? _____

Name _____ Date _____
 Social Security # _____ Telephone _____
 Address _____
 Summer address (if different) _____

Have you been fingerprinted in the state of Maine? No _____ Yes _____ If yes, when _____

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

<u>School/University</u>	<u>Degree Awarded (if any)</u>	<u>No. of Years Attended</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL SKILLS:

Bus Driver/Custodian only

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

What is your experience/proficiency with computers?

Please list the hardware and software with which you are most familiar.

What 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. Please account for any gaps in employment during the past ten years on a separate piece of paper.

<u>From To</u> (month/year)	<u>Position</u>	<u>Duties</u>	<u>Employer</u>
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ 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	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

BACKGROUND

1. Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes__ No__
2. Have you ever resigned from a prior position after a complaint was received against you or your conduct was under investigation or review? Yes__ No__
3. Has your contract in a prior position ever been non-renewed? Yes__ No__
4. 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__
5. Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes__ No__
6. Have you ever been convicted of a crime (other than a minor traffic offense)? Yes__ No__
7. Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? Yes__ No__
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? Yes__ No__
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)? Yes__ No__

If you answered YES to any of the previous questions, provide full details below or on an additional sheet including, with respect to court actions, the date, offense in questions 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. I further authorize those persons, agencies or entities that Mount Desert Island Regional School System contacts in connection with my employment application to fully provide Mount Desert Island Regional School System 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 or privacy, or interference with contractual relations that I might otherwise have against Mount Desert Island Regional School System, its agents and officials or against any provider of such information.

I understand the 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