



Regional School Unit No. 68

63 Harrison Avenue, Suite C ~ Dover-Foxcroft, Maine 04426

Phone: (207) 564-6535 opt. 5 Fax: (207) 564-3487

Application for Non-Teaching Position

R.S.U. 68 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Position Applying for	Location

Applicant Information							
Last Name		First		M.I.		Date	
Street Address							
City				State		Zip	
Phone				Email			
Mailing Address(if different from above)							
City				State		Zip	
When will you be available to start?							

Education: Starting with high school, list any schools or colleges you have attended							
School Attended	Address	Number of Years Attended			Graduated/Degree		
					Yes		No
					Yes		No
					Yes		No

Special Skills:								
Do you hold a valid driver's license?		For clerical applicants only:			What office machines and/or computer software programs are you familiar with?			
Yes		No	Word Processing?			Ed Tech applicants only: List certification(s) you hold and provide copies of certification		
State			Yes		No			
Endorsement			WPM					

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 a separate page if necessary. Please account for any gaps in employment in the past ten years on a separate page.								
From/To (month/year)		Position	Duties			Employer		
to								
to								
to								

Background	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
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?		
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)?		
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: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact		
Name	Address	Telephone
Signature		
My signature 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 R.S.U. 68 contacts in connection with my employment application to fully provide R.S.U. 68 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 R.S.U. 68, 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 PERSONNEL CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF R.S.U. 68. 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.