

SCHOOL UNION #113
(East Millinocket, Medway, Woodville)
C/O SUPERINTENDENT'S OFFICE
45 NORTH STREET, SUITE 2
EAST MILLINOCKET, ME 04430
207-746-3500

APPLICATION FOR **EXTRA-CURRICULAR** POSITION

SCHOOL UNION #113 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: _____

Address: _____ Do you belong to MSRS? _____

_____ Phone: _____

Current Employment: _____ Fingerprinted/Background Check: Yes: _____ No: _____
Date: _____

(Please supply a copy of the approval from Dept. of Education)

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

| School Attended | Address | No. of Yrs. Attended | Graduated/Degree |
|-----------------|---------|----------------------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

ACTIVITY RELATED EXPERIENCE:

| From | To | Position | Employer |
|----------------|-------|----------|----------|
| (month/year) | | | |
| _____ to _____ | _____ | _____ | _____ |
| _____ to _____ | _____ | _____ | _____ |
| _____ to _____ | _____ | _____ | _____ |

EXPERIENCE: Include jobs or positions held that involved working with school age children.

| From | To | Position | Duties | Employer |
|----------------|-------|----------|--------|----------|
| (month/year) | | | | |
| _____ to _____ | _____ | _____ | _____ | _____ |
| _____ to _____ | _____ | _____ | _____ | _____ |
| _____ to _____ | _____ | _____ | _____ | _____ |
| _____ 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 ___
- Have you ever resigned from a prior position? 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 ___

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 who can comment on your ability and whom we may contact.

| <u>Name</u> | <u>Position</u> | <u>Address</u> | <u>Telephone</u> |
|-------------|-----------------|----------------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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 School Union #113 contacts in connection with my employment application to fully provide School Union #113 any information on 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 School Union #113, 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 EXTRA-CURRICULAR PERSONNEL CHECK LIST: The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed
- _____ Resume
- _____ Explanation for any of the questions in the background section answered “yes”
- _____ Application signed and dated

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF SCHOOL UNION #113. 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 APPLICATION/EMPLOYEE.

**Maine School Union 113
45 North Street, Suite 2
East Millinocket, Maine
04430**

BACKGROUND CHECK WAIVER

It is the policy of the Maine School Union 113 to conduct criminal background checks on all potential employees. Employment with Maine School Union 113 is contingent on the results of such checks. In order to conduct the check, a birthdate is required. Please provide us with your birthdate, sign the waiver, and return it to us with your application.

Full Name: _____ Birthdate: _____

Any Other Name Used (including maiden name): _____

I understand that the above information I have voluntarily provided will be used solely for the purpose of a background check. It will not be used for any other reason until such time as I become a Maine School Union 113 employee.

Signature

Date