

CHEBEAGUE ISLAND SCHOOL DEPARTMENT
Chebeague Island, ME 04017

APPLICATION FOR NON-TEACHING POSITIONS

Chebeague Island School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

NAME: _____ DATE: _____

PERMANENT

ADDRESS: _____ SOCIAL SECURITY # _____

_____ TELEPHONE # _____

Position applied for: _____

(Bus Driver, Custodian, Secretary, Educational Technician, Food Service, etc.)

When will you be available? _____

EDUCATION:

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

School Attended	Address	No. of Years Attended	Graduated/Degree

Applicant will be required to provide official transcripts from each post secondary school/university attended to the office of Superintendent of Schools at the time of hire.

SPECIAL SKILLS:

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

To be completed by clerical and aide applicants:

Typing: Yes () No () WPM _____

Shorthand: Yes () No () WPM _____

Which 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?

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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 during the past ten years on a separate page.

Dates (from/to)	Position	Duties	Employer

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 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 below 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:

REFERENCES: Please provide three (3) references, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position	Address	Phone

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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 processed by any state, local or federal agency. I further authorize those persons, agencies or entities that Chebeague Island School Department contacts in connection with my employment application to fully provide Chebeague Island School Department any information of 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 Chebeague Island School Department, 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

NOTE: Applications will be retained for the maximum period of time required by law. All materials become the property of Chebeague Island School Department. 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.

APPLICATION FOR NON-TEACHING POSITION CHECK LIST: The completed employment application cannot be evaluated unless all of the following materials have been provided.

- _____ Application forms fully completed and signed
- _____ Copy of Transcript (s), if applicable
- _____ Gaps of employment during the past ten years explained
- _____ Copy of Criminal History Record Check (CHRC) fingerprinting Approval
- _____ If "yes" to any of the questions in the Background section explained