

	<i>City of</i> <b>AUGUSTA</b>	<b>EMPLOYMENT APPLICATION</b>
	<i>Maine</i> <i>Department of Public Schools</i>	<b>NON-TEACHING POSITION</b>

THE AUGUSTA SCHOOL BOARD OF EDUCATION DOES NOT DISCRIMINATE IN THE OPERATIONS OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date [Click here to enter text.](#)

Position(s) Applying For: [Click here to enter text.](#)

When will you be available? [Click here to enter text.](#)

**PERSONAL INFORMATION:**

Name: [Click here to enter text.](#)  
*(Last, First, Middle)*

Home Phone: [Click here to enter text.](#)      Daytime Phone: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Address: [Click here to enter text.](#)  
*(Mailing Address)*

[Click here to enter text.](#)  
*(City, State, Zip)*

**EDUCATION:** *Starting with High School, list any schools or colleges you may have attended.*

School Attended	Location	# Years	Degree or # of Credits
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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**CERTIFICATION/AUTHORIZATION INFORMATION:** *List certification(s)/authorization(s) you hold and provide copies.*

Type	State	Date Issued	Date of Expiration
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copies.

Type	State	Date Issued	Date of Expiration
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**SPECIAL SKILLS**

**Do you hold a valid Driver's License?** Yes No **Clerical Applicants Only**

**State:** \_\_\_\_\_ **Endorsement(s):** Can you type?: Yes No **WPM:** \_\_\_\_\_

*What machines are you familiar with that would apply to the position you are applying for?*

Click here to enter text.  
Click here to enter text.  
Click here to enter text.  
Click here to enter text.

*What other special skills do you have or licenses do you hold that may be relevant to this position?*

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Click here to enter text.

**EMPLOYMENT HISTORY**

<b>Employer:</b>	<b>From</b>	<b>To</b>
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Click here to enter text. Click here to enter a date. Click here to enter a date.

**Position & Duties:**

Click here to enter text.  
Click here to enter text.  
Click here to enter text.

**Reason for Leaving:**

Click here to enter text.  
Click here to enter text.  
Click here to enter text.

<b>Employer:</b>	<b>From</b>	<b>To</b>
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Click here to enter text. Click here to enter a date. Click here to enter a date.

**Position & Duties:**

Click here to enter text.  
Click here to enter text.  
Click here to enter text.

**Reason for Leaving:**

Click here to enter text.  
Click here to enter text.

Click here to enter text.  
Click here to enter text.  
Click here to enter text.

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**Employer:**

**From**

**To**

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**Position & Duties:**

Click here to enter text.  
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**Reason for Leaving:**

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Click here to enter text.  
Click here to enter text.  
Click here to enter text.

**Reason for Leaving:**

Click here to enter text.  
Click here to enter text.  
Click here to enter text.

**REFERENCES;** Please provide the names of three (3) supervisors (two of whom are your most recent supervisors) who can comment on your abilities and whom we may contact.

Full Name      Address      Position      Phone Number

comment on your abilities and whom we may contact.

<u>Full Name</u>	<u>Address</u>	<u>Position</u>	<u>Phone Number</u>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**OTHER INFORMATION;** *The Augusta Board of Education is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates. Please place an "x" in the correct box for each question*

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

Has your contract in a prior position ever been non-renewed? 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 on an additional sheet 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.*

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 the Augusta School Department contacts in connection with my employment application to fully provide the Augusta School Department 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 the Augusta 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.

I understand that providing 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

I understand that providing 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.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**APPLICATION CHECKLIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided (click on box to check off items):

- Application form fully completed
- Application signed and dated
- Copies of Transcript(s), *if applicable*
- Copies of Maine Certification(s)/Authorization(s), *if applicable*
- Resume, *if applicable*
- Gaps in employment during the past ten years explained
- YES to any of the questions in the Background section explained
- Three (3) signed letters of recommendation

**NOTE:** *ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE AUGUSTA SCHOOL DEPARTMENT. NONE WILL BE RETURNED.*

*The Augusta School Department is an Equal Opportunity/Affirmative Action Employer.*

*Revised June 2015*