



City of  
**AUGUSTA**  
 Maine  
 Department of Public Schools

**EMPLOYMENT APPLICATION**  
**NON-TEACHING POSITION**

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 \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

When will you be available? \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_ (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

**CERTIFICATION/AUTHORIZATION INFORMATION:** List certification(s)/authorization(s) you hold and provide copies.

Type	State	Date Issued	Date of Expiration

**SPECIAL SKILLS**

Do you hold a valid Driver's License? ___Yes ___No State: _____ Endorsement(s): _____	<b>Clerical Applicants Only</b> Can you type?: ___Yes ___No WPM: _____
<i>What machines are you familiar with that would apply to the position you are applying for?</i>	
<i>What other special skills do you have or licenses do you hold that may be relevant to this position?</i>	

**EMPLOYMENT HISTORY**

<i>Employer:</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Position &amp; Duties:</i>		
<i>Reason for Leaving:</i>		
<i>Employer:</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Position &amp; Duties:</i>		
<i>Reason for Leaving:</i>		

<i>Employer:</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
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<i>Position &amp; Duties:</i>		
<i>Reason for Leaving:</i>		
<i>Employer:</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Position &amp; Duties:</i>		
<i>Reason for Leaving:</i>		

**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.

<u>Full Name</u>	<u>Address</u>	<u>Position</u>	<u>Phone Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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.

- 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.*

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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 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 the applicant has been employed, to immediately dismiss the applicant/employee.

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*Applicant's Signature*

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*Date*

**APPLICATION CHECKLIST:** The completed employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application form fully completed
- \_\_\_\_\_ Application signed
- \_\_\_\_\_ 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.*