

Application for Non-Teaching Position

Augusta School Department
 40 Pierce Drive, Suite 3, Augusta ME 04330
 Telephone (207) 626-2468

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

Date:	Position(s) applying for:
Name:	(Custodial, Food Service, Ed Tech, Secretarial, etc.)
Permanent Address:	
Phone:	
Social Security No.:	Date Available:

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

School Attended	Address	# Years	Degree or # of Credits

Special Skills:

Do you hold a valid Driver's License Yes _____ No _____	Clerical Applicants:
State: _____ Endorsement(s): _____	Typing: yes _____ no _____ WPM _____
For all applicants – What machines that you may have to work with are your 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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Background:

<i>Question</i>	Yes	No
1. Have you ever been disciplined, discharged or asked to resign from a prior position?		
2. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
3. Has your contract in a prior position ever been non-renewed?		
4. Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
5. Have you ever been convicted of a crime (other than a minor traffic offense)?		
6. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)		
7. Have you ever had a professional license or certificate suspended or revoked in any state, or have you voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?		
8. 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)?		
<p>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 address of the court involved. Use additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.</p>		

References: List three supervisors (two of whom are your most recent supervisors) who can comment on your ability and whom we may contact.

Name	Position	Address	Phone

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Release:

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks and release of investigative information possessed by any federal, state or local 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 claim, 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 provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interview 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 check-list:

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.
- _____ Explanations to any "YES" answers in Background section.
- _____ Application signed.

Please Read:

All application materials become the property of the Augusta 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.