

Hermon School Department  
31 Billings Road  
Hermon, Maine 04401  
(207) 848-4000

APPLICATION FOR NON-TEACHING POSITION

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THE HERMON SCHOOL DEPARTMENT DOES NOT DISCRIMINATE IN THE OPERATION OF ITS  
EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO  
DISCRIMINATION.

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Date \_\_\_\_\_

Position applying for: \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
(Bus Driver, Custodian, Secretary, Educational Technician, Cafeteria Worker, etc.)

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

\_\_\_\_\_  
(Position location)

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

EDUCATION: Transcripts, including grades, from all post-secondary schools attended must be provided. It is essential that this section be completed accurately.

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

SPECIAL SKILLS:

Do you hold a valid drivers license? State: \_\_\_\_\_ Endorsement: \_\_\_\_\_

To be completed by clerical applicants: Typing: \_\_\_\_\_ Yes \_\_\_\_\_ No WPM \_\_\_\_\_

Shorthand: \_\_\_\_\_ Yes \_\_\_\_\_ No WPM \_\_\_\_\_

What office software applications have you had experience with?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other special skills, certifications or licenses do you have that may be relevant to this position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE:** Please list all previous employment starting with the most recent job held. Use the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

From	To	Position	Duties	Employer
(month/year)				
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	to _____	_____	_____	_____
_____	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\_\_\_\_

If applicable, has your contract in a prior position ever been non-renewed? Yes\_\_\_\_No\_\_\_\_

If applicable, 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 investigated for discrimination, sexual abuse or harassment of another person? 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\_\_\_\_

If you have answered YES to any of the previous questions, provide full details on an additional sheet.

**REFERENCES:** List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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, including but not limited to permitted disclosures from the Maine Department of Education pursuant to 20-A MRSA § 13025. I understand and agree that any final offer of employment will be contingent upon satisfactory completion of this process.

I further authorize those persons, agencies or entities that the Hemon School Department contacts in connection with my employment application to fully provide the Hemon School Department any information on the matters set forth above, including the circumstances around any separation from employment. 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 Hemon 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 and agree that omitting essential facts or providing any false or misleading information on this application or during the employment screening process shall be fully sufficient grounds to refuse to employ me or, if I have been employed, to immediately dismiss me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_

- NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE HERMON 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.
- NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.
- NOTE: PRIOR CRIMINAL HISTORY, CONVICTION, OR OTHER DISPOSITION IS NOT NECESSARILY AN AUTOMATIC DISQUALIFICATION FROM EMPLOYMENT. THE CIRCUMSTANCES OF EACH SITUATION WILL BE CAREFULLY ASSESSED.