

Eastern Aroostook RSU 39
75 Glenn Street
Caribou, ME 04736
207-496-6311
APPLICATION FOR NON-TEACHING POSITION

THE EASTERN AROOSTOOK REGIONAL SCHOOL UNIT NO. 39 (RSU 39) DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

Date _____ Position applying for: _____
(Bus Driver, Custodian, Secretary, Educational Technician, Cafeteria Worker, etc.)

Name _____

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	No. of Yrs.	Graduated/Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL SKILLS:

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

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 (month/year)	To	Position	Duties	Employer
_____ 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 RSU 39 contacts in connection with my employment application to fully provide RSU 39 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 RSU 39 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 RSU 39. 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.