



66 Main Street, Ste 201 ♦ Ellsworth, ME 04605  
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www.ellsworthschools.org

EXCELLENCE IN TEACHING AND LEARNING

## APPLICATION FOR NON-TEACHING POSITION

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (MI)

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (Optional: required upon hire)

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

Coach, Custodian, Food Service, Secretarial, etc.

Are you currently a member of the Maine Public Employees Retirement System? Yes \_\_\_ No \_\_\_

Are you retired from the Maine Public Employees Retirement System? Yes \_\_\_ No \_\_\_

### ***SPECIAL SKILLS***

Do you hold a valid driver's license? State: \_\_\_\_\_ Endorsement: \_\_\_\_\_

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

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

### ***EDUCATIONAL BACKGROUND***

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

School(s) Attended Address No. of yrs Graduated/Degree

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

**Transcripts, including grades, from all colleges/universities attended must be provided.**

**EXPERIENCE**

Please list all previous employment starting with the most recent job held and **attach current resume.**

From / To	Position	Employer

Please account for any gaps in employment during the past 10 years either in resume or on back of application.

**CERTIFICATION**

List certification(s) you hold and provide copies of certification.

Type	State	Date Issued	Date of Expiration
CHRC	ME		

Have you been fingerprinted and undergone the Criminal History Record Check that is mandatory of all individuals who work in the public schools in this state? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** If yes, please provide a copy of your authorization card issued by the Department of Education if you have not already done so. If no, inquiries can be made at:

Maine Department of Education, Certification Office  
 23 State House Station,  
 Augusta, ME 04333-0023  
 207-624-6603 <http://maine.gov/doe/cert/>

**BACKGROUND**

	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 not guilty or "no contest" 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 ever 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)?		

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.

## REFERENCES

Please provide three references, two of whom are most recent supervisors who can comment on your ability and whom we may contact.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Ellsworth School Department contacts in connection with my employment application to fully provide the Ellsworth 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 Ellsworth School Department, its agents or 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

- \_\_\_\_ Application form fully completed
- \_\_\_\_ Copies of transcripts
- \_\_\_\_ Copy of Maine certification(s) and CHRC (fingerprinting) approval from Maine D.O.E.
- \_\_\_\_ Copy of resume
- \_\_\_\_ Gaps in employment during past 10 years explained
- \_\_\_\_ YES to any of the questions in the Background section explained
- \_\_\_\_ Application signed

All application materials become the property of the Ellsworth School Department and will be held for a period of two years. 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.

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

(Please **DO NOT** contact school board members, questions should be directed to the Superintendent.)