

MEDWAY SCHOOL DEPARTMENT

25 MIDDLE SCHOOL DRIVE

MEDWAY, ME 04460

207-746-3470

APPLICATION FOR NON-TEACHING POSITION

MEDWAY SCHOOL DEPARTMENT 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: _____

(Custodian, Ed. Tech., Secretary, Bus Driver, etc.)

Name: _____

Address: _____

Do you belong to MSRS? _____

Phone: _____

When would you be available: _____

Fingerprinted/Background Check: Yes: _____ No: _____

Date: _____

(Please supply a copy of the approval from Dept. of Education)

EDUCATION: Transcripts, including grades, from high school and all college(s)/university(s) attended must be provided. It is essential that this section be completed accurately.

High School/College Attended

Year Graduated &
Degree Awarded (if any)

No. of Yrs.
Attended

GPA

SPECIAL SKILLS:

Do you hold a valid drivers license? _____

State: _____

Endorsement: _____

To be completed by clerical applicants:

Typing: _____ Yes _____ No _____ WPM _____

What office machines and software programs are you familiar with? _____

Do you have other skills, licenses or training that may be relevant to his position? Please list: _____

To be completed by custodial applicants:

What equipment and/or industrial cleaning products are you familiar with? _____

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

From	To	Employer, Address and Telephone	Position	Supervisor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 ___

Have you ever resigned from a prior position? 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 ___

For BUS DRIVER applicants only: Have you ever been charged with a traffic offense or pleaded guilty or “no contest” (nolo contendere) to a traffic offense? Yes ___ No ___

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 the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: Please provide three references who are not related to you, two of whom are most recent supervisors, who can comment on your ability and whom we may contact

Name	Position	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 Medway School Dept. contacts in connection with my employment application to fully provide Medway School Dept. any information on 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 Medway School Dept., 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.

Signature

Date

APPLICATION FOR NON-TEACHING PERSONNEL CHECKLIST: The completed employment application cannot be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed on or before the posted deadline unless arrangements have been made directly with the Superintendent of Schools (if applicable).
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Application signed and dated

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF MEDWAY 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 APPLICATION/EMPLOYEE.