

Greenville School Department
PO Box 100, Pritham Avenue
Greenville, ME 04441
(207) 695-3708

APPLICATION FOR NON-TEACHING POSITION

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

PERSONAL INFORMATION

DATE: _____

Name _____
Last Name First Name Middle Initial

Address _____
Street/PO Box City State Zip Code

Home Phone # _____ Office Phone # _____

Social Security Number # _____ I may be contacted: at work (_____) at home (_____) _____

When will you be available _____?

Position(s) applying for: (Bus Driver, Custodian, Secretary, Ed Tech, Cafeteria, Other) _____

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

| School Attended | Address | # of Yrs Attended | Graduated/Degree |
|-----------------|---------|-------------------|------------------|
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SPECIAL SKILLS:

Do you hold a valid driver's license? Yes _____ No _____ State _____ Endorsement _____

To be completed by clerical applicants: Typing: Yes _____ No _____ WPM _____
Shorthand: Yes _____ No _____ WPM _____

What office machines are you familiar with?

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

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

| <i>From/To</i> | <i>Position</i> | <i>Duties</i> | <i>Employer</i> |
|----------------|-----------------|---------------|-----------------|
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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 _____

Has your contract in a prior position ever been non-renewed? 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 certificates 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 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: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

| <i>NAME</i> | <i>POSITION</i> | <i>ADDRESS</i> | <i>PHONE</i> |
|-------------|-----------------|----------------|--------------|
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| | | | |

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 Greenville School Department contracts in connection with my employment application to fully provide Greenville School Department any information on the matters et 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 Greenville School Department, its agents and offices, 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 committee members, administrators or other staff members of the community. I give my consent to this disclosure.

Date

Signature

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
- _____ Gaps in employment during the past ten years explained
- _____ YES to any of the questions in the Background section explained
- _____ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE GREENVILLE 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.

Greenville School Department is an Equal Opportunity Employer