

POSITION APPLIED FOR: _____

MADAWASKA SCHOOL DEPARTMENT
328 St. Thomas Street, Suite 201
Madawaska, ME 04756

(207) 728-3346

APPLICATION FOR A NON-TEACHING POSITION
CRIMINAL HISTORY RECORD CHECK REQUIRED

Date fingerprinted: _____

NAME OF APPLICANT: _____

DATE OF APPLICANT: _____

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

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MADAWASKA, MAINE 04756
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APPLICATION FOR EMPLOYMENT
NON-TEACHING POSITION

Date _____

Position(s) applying for: _____

Name _____

(in full)

(Bus Driver, Custodian, Secretary, Cafeteria Worker)

When will you be available? _____

(Position Location)

Permanent Address _____

(Street)

(City)

(State)

(Zip)

Phone _____

Temporary Address _____

(Street)

(City)

(State)

(Zip)

Phone _____

Are you presently employed? _____ Current employment: _____ No. of yrs. _____

Present salary? _____

Minimum salary you would accept? _____

EDUCATION

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

<u>Name of School</u>	<u>Address</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Graduate/Degree</u>

Are you able to perform the tasks of the job for which you are applying, with or without accommodation? Yes ___ No ___
If an accommodation would be required to enable you to perform the job tasks, please describe that accommodation and how it would enable you to perform the job tasks.

EXPERIENCE

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

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

FOR CLERICAL/SECRETARIAL APPLICANTS ONLY

Typing: Yes____ No____ WPM____

Computer Skills: Windows 95____ Microsoft Word____ Lotus 123____ Excel____ Power Point____
Others:_____

FOR BUS DRIVER APPLICANTS ONLY

A photocopy of your current bus driver's license must be included.
All bus drivers are subject to drug/alcohol testing including a pre-employment drug/alcohol screening.

Do you hold a valid bus driver's (C.D.L.) license? Yes____No____

STATE_____ ENDORSEMENT_____

Have you had a bus driver physical examination in the past year? Yes____No____

Have you ever failed a drug/alcohol screening? Yes____No____

Have you ever been convicted of a traffic offense; or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? Yes____No____

If you have answered yes to the previous question, please explain, in detail, including the date of the court action, the offense in question, and the address of the court involved.

Are there any experiences, skills, or qualifications, which you feel would especially fit you for work with the department?

REFERENCES

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

NAME	ADDRESS	OFFICIAL POSITION
1.		
2.		
3.		

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 Madawaska School Department contacts in connection with my employment application to fully provide the Madawaska 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 Madawaska School Department its agents and officials or against a 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 POSITION CHECK LIST: 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: Applications will be retained for a period of 18 months from date of receipt. All materials become the property of the Madawaska 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.
