

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 59

205 MAIN STREET
MADISON, MAINE 04950
(207) 696-3323

APPLICATION FOR NON-TEACHING POSITION

MSAD 59 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

DATE: _____

NAME: _____ TELEPHONE: _____

COMPLETE MAILING ADDRESS: _____

POSITION(S) APPLYING FOR:

(Bus Driver, Custodian, Administrative Assistant, Educational Technician I, II or III, Cafeteria Worker, or substitutes for any of these positions)

EDUCATION:

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

School Attended	Address	No. of Years Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you have a valid drivers license? _____ State: _____ Endorsement(s): _____

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?

REFERENCES:

List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact. *In addition, please provide three letters of reference from persons who are not related to you (may be from references listed below).*

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 investigative information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that MSAD 59 contacts in connection with my employment application to fully provide MSAD 59 any information on matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including 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 MSAD 59 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.

Date: _____ Signature _____

APPLICATION FOR NON-TEACHING PERSONNEL CHECKLIST:

The completed employment application can not be evaluated unless all of the following materials have been provided:

- _____ Application form fully completed & signed
- _____ Gaps in employment during the past ten years explained
- _____ "Yes" to any of the questions in the "Background" section explained

NOTE: Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute. All application materials become the property of MSAD 59. 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.