BREWER SCHOOL DEPARTMENT
261 Center Street
Brewer. Maine 04412-1362
(207) 989-3160

APPLICATION FOR **NON-TEACHING** POSITION

THE BREWER 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:

Name _____ _____
(Bus Driver, Custodian, Secretary, Educational Technician, Cafeteria Worker, etc.)

When will you be available? _____ _____
(Position location)

Permanent Address _____

_____ Phone _____

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

School Attended	Address	No. of Yrs. Attended	Graduated/Degree

SPECIAL SKILLS:

Do you hold a valid drivers license? 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 the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

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

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 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. Use additional sheets if necessary. 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.

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 investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Brewer School Department contacts in connection with my employment application to fully provide the Brewer 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 Brewer School Department 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 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: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE BREWER 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.