



Bonny Eagle School Department ~ MSAD 6
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Suzanne Lukas
 Superintendent of Schools

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 Assistant Superintendent

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 Assistant Superintendent

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APPLICATION FOR NON-TEACHING POSITION

The Maine School Administrative District No. 6 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, Ed Tech, Food Service, etc.)

Address _____
 _____ Position Location

When will you be available? _____

Phone Number _____ Social Security No. _____ / _____ / _____

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

SCHOOL ATTENDED	ADDRESS	NO. YRS. ATTENDED	GRADUATED/DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid driver's 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? _____

CUSTODIAL EXPERIENCE: _____

Can you shovel snow? YES NO Climb a ladder? YES NO Lift / Carry 50 lbs? YES NO

Have you ever been in charge of a crew? YES NO

Are you able to perform the tasks of the job for which you are applying, with or without accommodations? YES NO

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 page.

FROM / TO (MONTH/YEAR)	POSITION	DUTIES	EMPLOYER/ADDRESS
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____

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 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 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 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: List three (3) references, two of which are most recent supervisors, who can comment on your ability and whom we may contact.

NAME	POSITION	ADDRESS	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE:

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Maine School Administrative District No. 6 contacts in connection with my employment application to fully provide the Maine School Administrative District No. 6 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 Maine School Administrative District No. 6, 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
- 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 Maine School Administrative District No. 6. 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.