

**Chebeague Island School Department
14 School House Road
Chebeague Island, Maine 04017
Phone (207) 846-4162 - Fax (207) 846-5465**

Employment Application

Name _____ Date _____

Your Permanent Address _____

Phone _____ Email Address _____

Position Applying For _____ When will you be available? _____

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

School Attended	Address	Years Attended	Degree(s) Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Experience: Please list all previous employment starting with the most recent job held. Use the back of the page if necessary.

From / To	Position	Duties	Employer
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

List All Current Certifications/Licenses _____

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 approved? 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 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 abilities and whom we may contact for references. 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 #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WHERE DID YOU LEARN OF THIS POSITION?

Online Announcement _____ Newspaper _____ Friend _____ Other (specify) _____

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 federal, state, or local agency. I further authorize those persons, agencies or entities that the Chebeague Island School Department contacts in connection with my employment application to fully provide 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 Chebeague Island 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 School Committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature _____ Date _____

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For Office Use Only – Date received: \_\_\_\_\_ Received by: \_\_\_\_\_