



WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT

1460 Post Road, Wells, Maine 04090

TEL (207) 646-8331 * FAX (207) 646-4236 * TDD (207) 646-7892 * www.k12wocsd.net

APPLICATION FOR NON-TEACHING POSITION

Wells-Ogunquit C.S.D. does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Name: _____ Date: _____

Address: _____ Telephone _____

Position applying for:

(Custodian, Secretary, Educational Technician*, Cafeteria Worker, etc.)

****Educational Technician applications must include Ed Tech Authorization and/or transcripts to be processed.***

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

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. Please account for any gaps in employment during the past ten years.

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

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. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

REFERENCES: Please provide three references who are not related to you, two of who 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, 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 Wells-Ogunquit C.S.D. contacts in connection with my employment application to fully provide the Wells-Ogunquit C.S.D. 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 Wells-Ogunquit C.S.D., 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

All application materials become the property of the Wells-Ogunquit C.S.D. 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.

Where did you first hear of this position opening?

- () Word of mouth
- () District Web Site
- () Current employee of the District
- () Newspaper Ad
- () servingschools.com
- () Other

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