

**St. George Municipal School Unit  
Office of the Superintendent**  
3 School Street  
Tenants Harbor, ME 04860  
Tel: 207-596-3377  
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**George Joseph**  
Interim Superintendent of Schools  
**Scott Vaitones**  
Business Manager

**APPLICATION FOR NON-TEACHING POSITION**

The St. George Municipal School Unit does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Criminal History Records Check (CHRC): All employees of school systems are required to obtain a CHRC approval from the Department of Education (DOE) based on fingerprints. The DOE requires a fee that is due with the initial application and an additional fee upon registering for fingerprinting at an approved location.

Have you completed the CHRC approval process through the DOE?  Yes  No  
(If 'Yes', please provide a copy of your CHRC approval card.)

Position applying for \_\_\_\_\_  
(Bus Driver, Custodian, Administrative Assistant, Food Service Worker, etc.)

Full Name \_\_\_\_\_

Social Security No.<sup>1</sup> \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ When will you be available? \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

E-mail address \_\_\_\_\_

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

<u>School Attended</u>	<u>Address</u>	<u>No. of Yrs. Attended</u>	<u>Graduated/Degree</u>

**SPECIAL SKILLS:**

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? \_\_\_\_\_

<sup>1</sup> Disclosure of your social security number is voluntary.

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.

<u>From (month/year)</u>	<u>To (month/year)</u>	<u>Position</u>	<u>Employer</u>

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.

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REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone</u>
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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 St. George Municipal School Unit contacts in connection with my employment application to fully provide the St. George Municipal School Unit 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 St. George Municipal School Unit, 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.

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Applicant Signature

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Date

APPLICATION FOR NON-TEACHING POSITION 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

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NOTE: All application materials become the property of the St. George Municipal School Unit. Providing any false or misleading information on this application or in the 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. Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.