



Limestone Community School
93 High Street
Limestone, Maine 04750
207-325-4742

APPLICATION FOR NON-TEACHING POSITION

LIMESTONE COMMUNITY SCHOOL DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION.

NAME _____ Position applying for: _____
 Date _____
 (Bus Driver, Custodian, Secretary, Educational Tech.)

When will you be available? _____

Mailing Address _____

Phone _____ E-mail _____

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

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

SPECIAL SKILLS:

To be completed by **bus driver** applicants:

Do you hold a valid drivers license? State _____ License No. _____
 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 a separate sheet if necessary. Please account for any gaps in employment during the past ten years on a separate sheet.

From (month/year)	To	Position	Duties	Employer

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. Attach 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 Limestone Community School contacts in connection with my employment application to fully provide the Limestone Community School 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 limitations, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Limestone Community School, 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
- ___ YES to any of the questions in the Background section explained
- ___ Gaps in employment during the past ten years explained
- ___ Application signed

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE LIMESTONE COMMUNITY SCHOOL. 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.

For Office Use Only

First Day of Employment: _____

Position: _____ Building _____

No. Years Experience: _____

D.O.B. _____ Other Names Used: _____

Salary/hr. rate: _____ Department: _____

Hours per week: _____

Permanent
 Temporary