

Hermon School Department
P.O. Box 6360
Hermon, Maine 04402-6360
Tel. (207) 848-4000, x 6000 / Fax. (207) 848-5226

Application for Non Teaching Position

The Hermon School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws related to discrimination.

Date: _____

Position(s) applying for: (bus driver, custodian, secretary, cafeteria worker, etc.)

Name _____

When will you be available? _____

(Position location)

Address _____

_____ Phone _____

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

School Attended	Address	No of Years Attended	Graduated/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL SKILLS:

Do you hold a valid driver's license? State _____ Endorsement _____

With what office machines are you familiar? _____

What 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 the back of the page if necessary. Please account for any gaps in employment during the past ten years on the back of page.

From To (month/year)	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. Use additional sheets if necessary. Conviction or other position 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.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CRIMINAL HISTORY RECORD CHECK: Effective July 1, 2002, all school personnel must be fingerprinted and receive CHRC approval. Please provide a copy of your CHRC card.

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 Hermon School Department contacts in connection with my employment application to fully provide the Hermon School Department 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 Hermon 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

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

Supplement to Application for Those Applying for Position of Bus Driver

1. What has been your health condition over the past two years? _____
2. Do you have any physical disability? _____
3. Have you had a physical examination recently? _____
If so, when? _____
4. Do you have a valid State of Maine driving license? _____
5. Please give license number _____
If no, please explain why _____
6. Please provide a copy of your driving record.
7. Date of birth _____
(required in order for the School Department of do a license check)
8. Do you have a valid bus driver's license? _____
9. Have you ever had your license suspended or revoked? _____
9. Have you ever been involved in an accident(s)? Give brief details.

10. Are you required to show proof of liability insurance? _____
11. I have driven the following vehicles:
private car _____ pick-up truck _____
school bus _____ tractor/trailer _____
other: _____