



Cape Elizabeth School Department

Application for Non-Teaching Personnel

Return to:

Cape Elizabeth School Dept.
 PO Box 6267
 320 Ocean House Road
 Cape Elizabeth, ME 04107
 Phone: (207) 799-2217
 Fax (207) 799-2914
 www.cape.k12.me.us

Office Use Only

- Application form fully completed
- Copy of Maine CHRC approval
- Background Information section completed
- Application signed
- Background Check
- Copy of Maine Authorization

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

PERSONAL INFORMATION

Last Name	First Name	Social Security Number	Date
Address (Number/Street/PO Box)		City	State Zip
Home Phone	Cell Phone	Email address	
Current Position	Immediate Supervisor	City & State	Telephone
Position(s) applying for (check):			
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Ed Tech I	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Technology Support
<input type="checkbox"/> Custodian	<input type="checkbox"/> Food Services	<input type="checkbox"/> Secretary	<input type="checkbox"/> Other _____

OTHER WORK EXPERIENCE

Please list all previous experience, starting with the most recent job held.

Employer	Address	Position/Duties	Immediate Supervisor	Dates Employed	Reason for leaving

EDUCATIONAL BACKGROUND

Name of School	Location/Address of School	Dates Attended	Graduate (yes/no) /Degree/Date

CERTIFICATION

If you hold a Maine Teacher Certificate or Educational Technician Authorization, please provide a copy.

Type of Certification	Level	Endorsement	Validation Date	Expiration Date	State

NOTE: You must be fingerprinted by the state to work in any school. Please include your certificate from the State Department of Education regarding your fingerprinting /Criminal History Record Check (CHRC).

REFERENCE INFORMATION

Please list the names of three non-related persons, two of whom are most recent supervisors, who can comment on your ability.

1.	Name	Title	Complete Address	Telephone
2.	Name	Title	Complete Address	Telephone
3.	Name	Title	Complete Address	Telephone

SKILLS

Do you hold a valid drivers licence? <input type="checkbox"/> Yes <input type="checkbox"/> No		Clerical Applicants:
State:	License Number:	Typing: <input type="checkbox"/> Yes <input type="checkbox"/> No
Endorsement:		Computer Experience: <input type="checkbox"/> Yes <input type="checkbox"/> No Type:
What office machines are you familiar with?		

BACKGROUND INFORMATION

Have you ever been disciplined, discharged, or asked to resign from a prior position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever resigned from a prior position after a complaint has been received against you or your conduct was under investigation or review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your contract in a prior position ever been non-renewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime, other than a minor traffic offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required you to 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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bus Driver Applicants Only: Have you ever been charged with a traffic offence; or pleaded guilty or “no contest” (nolo contendere) to a traffic offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered YES to any of the previous questions , please explain, in detail on an additional sheet including, with respect to court actions, the date, the offense in question, and the address of the court involved. (Use back if necessary)		

Note: Conviction of a crime is not an automatic bar to employment. Any falsification of or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal/discharge.

SIGNATURE

My signature below constitutes authorization to check my employment history, including without limitations, 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 Cape Elizabeth School Department contacts in connection with my employment application to fully provide the Cape Elizabeth 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 stress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Cape Elizabeth School Department, its agents or officials, or against any provider of such information.

I understand that the information submitted in and with this application may be disclosed to a screening and/or interview committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature:	Date:
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NOTICE: All application materials become the property of the Cape Elizabeth School Department. None will be returned. Providing any false or misleading information on this 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.