

RSU 16
3 Aggregate Road
Poland, ME 04274
Support Staff

1-15-16Rlh

Personal Information			
Date	First Name	Last Name	Middle
Social Security Number		Mailing Address	
Email Address		Telephone 1	Telephone 2
Current Position		Title	
Fingerprinting Status Current? Y N		If NO , please see enclosed instructions, as it is a requirement to be fingerprinted in order to be employed by RSU 16.	
Do you hold a valid drivers license? Y N		If no, please explain.	
State held _____			
Endorsement _____			
Date available for employment?			
Position Desired			
Educational Technician II _____	Administrative Assistant _____	Bus Driver _____	
Educational Technician III _____	Secretary _____	Bus Monitor _____	
Level	Food Service Manager _____	Van Driver _____	
PreK-Kindergarten _____	Food Service Specialist _____	Mechanic _____	
Elementary _____	Food Service Assistant _____	Custodian/Maintenance _____	
Middle _____	Licensed Practical Nurse _____	Other _____	
High School _____			
Briefly describe your strengths/experiences for position desired.			
Educational Background (Include transcripts)			
School and State Attended	Dates Attended	Graduated/Degree	
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School and State Attended	Dates Attended	Graduated/Degree	
Previous Employment History (Include three (3) current/signed letters of reference)			
Employer Name, Address, Contact #	Immediate Supervisor	Dates Employed	Reason For Leaving
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References (List three (3) names of no relation)

Name and Address	Title	Email Address	Telephone
Name and Address	Title	Email Address	Telephone
Name and Address	Title	Email Address	Telephone

Background

	Yes	No
• Have you ever been disciplined, discharged, or asked to resign from a prior position?		
• Have you ever resigned from a prior position after a complaint has been received against you or conduct was under investigation or review?		
• Has your contract in a prior position ever been non-renewed?		
• Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?		
• Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
• Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime other than a minor traffic offense?		
• Have you ever been convicted of a crime, other than a minor traffic offense?		
• Have you ever had a professional license or certificate suspended/revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?		
• 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?		

If you answered YES in this section, provide full details as an attachment. Include court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

Signature

NOTICE: All application materials become the property of RSU 16. 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 application/employee.

RSU 16 does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

My signature below constitutes authorization to check my employment history and references, including without limitation, criminal arrest and conviction record checks and release of investigatory information possessed by any state, local, or federal agency. I further authorize those persons-agencies-entities, to fully provide RSU 16 information on the matters set forth above. I expressly waive in connection with any request or provision of such information, claims, including without limitation, defamation, emotional stress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU 16, its agents or officials, or against any provider of such information. I understand that information submitted with this application may be disclosed to a screening and/or interview committee. The committee may include school board members, administrators, school staff, and members of the community. I give my consent to this disclosure.

Signature _____ Date _____

STATE OF MAINE
DEPARTMENT OF EDUCATION
CERTIFICATION OFFICE
23 State House Station
Augusta, ME 04333-0023
207-624-6603

Criminal history record checks on educational personnel

All employees of school systems and persons employed by others on behalf of school systems who are not certified or authorized will be required to obtain a Criminal History Record Check (CHRC) **approval** from the Department of Education based on fingerprints. Approval is not intended to reflect the individual's qualifications or ability to perform the job assigned. All school personnel requiring a Criminal History Record Check approval will be issued a temporary approval card valid for 8 weeks upon submission of an approval application and \$15/\$39 to the Certification Office. In order to continue employment in an approval category after the 8-week period, the individual must be fingerprinted at an approved fingerprint site during the 8-week temporary approval period. Once the Certification Office receives the criminal history record information and clears the application, a 5-year card will be issued.

You must have your fingerprints taken at a Maine approved fingerprint site. Fingerprints taken for other purposes and at other places (such as your local police station) will not be accepted.

To receive an approval all of the below steps need to be completed: This is a **three step** process.....

1. Register on line at **<http://www.identogo.com>**. If you do not register, you will not be able to have your fingerprints taken. There is a one-time **\$55** fee for this process.
2. Take your confirmation number (received after registration) and a picture ID (a driver's license or Maine State ID is preferred) to the fingerprint site.
3. **After you have been fingerprinted, send the attached approval/renewal application to the Department of Education** along with a \$15 **non-refundable** fee. Make check payable to: Treasurer State of Maine.
 - If this is your **first time** being fingerprinted, **the cost is \$15.00 to the State.**
 - If you have been fingerprinted and they have expired and you complete the attached application and send to the State **within 30 days of your current expiration, the cost is \$15.00.**
 - If your expiration **exceeds the 30 days of your current expiration, the total cost is \$39.00.**
4. **If Step 3 above is not completed, your fingerprinting will NOT be processed, delaying employment here at RSU #16.**

From the fingerprint cards, state and federal criminal history record checks will be conducted. The results of the state and federal criminal history record checks will be forwarded to the Maine Department of Education to be used for the issuance or denial of approvals. This information is confidential and cannot be shared with a school system, professional organization such as the Maine Education Association or anyone else. There will be procedures in place by which an individual may access the information received by the Department of Education, but no one else may have access to this information. The Maine State Bureau of Identification will retain the fingerprints in an electronic civil file to be used for renewal purposes.

If you have applied for the CHRC approval and if you are eligible, you will receive your approval card after we receive the results of the criminal history record check from the FBI and the Maine State Police. However, additional time is needed to review criminal conviction information.

If you are not eligible, you will receive notification in writing.

